



# ST. FRANCIS SALES EDUCATIONAL & CHARITABLE TRUST

Mermier Nagar, Electronics City Post, Bangalore - 560 100

Phone : 080-7834611

Reg : 97/03-04

## ST. FRANCIS DE SALES COLLEGE & PG CENTRE

### Service Rules

#### I. RECRUITMENT, APPOINTMENTS, TRANSFERS PROMOTIONS & SERVICE CERTIFICATES

1. The number of tenure posts in any educational Institution and the minimum qualification of education and training needed for such posts shall be as prescribed by the Bangalore University or other regulatory commission or Trust that governs the Institution.
2. All tenure posts, as and when they are vacant may be filled up by the Appointing Authority after calling for applications in writing from suitable candidates for such posts. For this purpose, necessary advertisements may be published. A notice displayed on the notice board at the office of the Appointing Authority shall also be considered as an advertisement published for the purpose of this rule.
3. Selection of candidates for appointment in tenure posts may be made from applicants found suitable for such posts after conducting necessary written or viva voce tests or interview by a Selection Committee.
4. **SELECTION COMMITTEE:** The Selection committee for recruitment of employees of St. Francis de Sales College shall consist of the Secretary for Education of "KFS". (Karnataka Fransalian Society) the Secretary & Correspondent/Manager of St. Francis de Sales College, the Head of the Institution, and two other members of the Local Managing Committee of the College. The Selection Committee shall be reconstituted every academic year.
5. **APPOINTMENTS** of employees are made in accordance with the rules, regulations and procedures prescribed from time to time by St. Francis Sales Educational and Charitable Trust.
6. All probationary, temporary, part-time or casual appointments shall be made for a period of not more than eleven months. In case of necessity they shall be renewed for a further period of not more than eleven months at a time, with renewed specific terms and conditions of working hours, period of service, conditions of leave etc.
7. The probationer on completion of his probation, if found to be of satisfactory service, is appointed on tenure for a period of three years. The tenure is extendable for another period of three years on the same scale and increment or on a higher scale at the discretion of the Appointing Authority and the same shall be intimated to the appointee in writing by the Appointing Authority.



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Notwithstanding anything contained in these Rules, if a temporary employee or a part-time employee is found suitable for appointment on a tenure against posts mentioned under Rule 1 of this section and if the Appointing Authority finds such a temporary or part-time employee suitable and qualified in all respects, such employee may be appointed to the tenure post without notification of the vacancy or without examination and interview. However, the Appointing Authority shall consult the Selection Committee of the Institution and obtain its consent before such appointment.

A temporary or part-time employee appointed against a tenure appointment vacancy under this rule will be on probation under rule number 11 of this section and all other service conditions and rules applicable to a tenure employee shall apply to him from the date of his appointment in such a tenure appointment vacancy. On successful completion of the period of probation, he/she may be confirmed in that post as per Rule 9.4 of this section.

## 9. APPOINTING AUTHORITIES:

- 9.1 The President of St. Francis Sales Educational and Charitable Trust appoints the Secretary and Correspondent of the college.
- 9.2 The President of St. Francis Sales Educational and Charitable Trust appoints the Principal, Vice Principal and Finance Officer of the college who are members of the Congregation of the Missionaries of St. Francis de Sales (MSFS) and the Secretary and Correspondent makes the appointment with a letter of appointment.
- 9.3 The Secretary & Correspondent/ Manager of the College makes all probationary, temporary, part-time and casual appointments and reports the same to the MANAGEMENT and to the Local Managing Committee. The Secretary and Correspondent issues letters of appointment in all such cases.
- 9.4 Appointment to tenure posts after probation shall be made by the Secretary & Correspondent/Manager on the recommendation of the head of the institute and the same shall be notified to the employee by a letter of confirmation.
- 9.5 All Probationary, temporary, part-time, casual and Tenure appointments shall be ratified by the Governing Council of the College at the beginning of every academic year.

10. **LETTER OF APPOINTMENT:** Every candidate selected for service in an Institution shall be issued with a letter of appointment signed by the Appointing Authority. The letter of appointment shall clearly state the terms of employment and shall be accompanied by a statement of the conditions of service. No appointment shall be deemed a valid contract until the letter of appointment is received and signed by the candidate as a token of acceptance. When such a letter is issued to and



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accepted by the candidate, it will be deemed/implied that the candidate has accepted these Rules.

11. **PROBATION:** The period of probation shall be two years including breaks due to sickness, accident, leave or involuntary stoppage of the activities of the Institution or the activities relating to post for which the candidate is taken on probation. Ordinarily, a person selected and appointed against a tenure post shall be on probation for a period of two years from the date of his first reporting for work and will be confirmed through an order in writing in the said post in his work, conduct, character and health are all found subjectively satisfactory during the period of probation. If for any reason, an employee on such probation is found unsuitable for the post for which he/she was selected; his/her services will be terminated during or at the end of the period of his probation, without assigning any reason for such termination. **If his services were found to be not up to the expectation of the MANAGEMENT, his/her probation may extend for a further period of one more year.** In case of extension of probation, the same will ordinarily be communicated to the employee one month in advance. At the end of the extended period of probation he will either be confirmed or terminated. The Appointing Authority shall be the competent Authority to pass all such termination and extension orders while the MANAGEMENT reserves to itself the right to confirm all tenure appointments under rule 9.4 of this section.

If a tenure employee is employed as a probationer in a higher post, his period of probation shall be twelve months and if he is not found up to the mark during the said period, he will be reverted to his lower post and shall draw the salary and be bound by the terms and conditions of his/her original post.

## 12. PROMOTIONS:

12.1 Notwithstanding anything contained in these Rules, any vacancy in a post in any of the Institutions of St. Francis Sales Educational and Charitable Trust may be filled up by the Management by promotion of an employee from the immediate lower cadre from any of its Institutions, to that in which the vacancy arises/lies, provided the incumbent for promotion,

- (a) has put in at least five (5) years of service in the lower post;
- (b) has sufficient minimum qualification for the promotional post, and
- (c) is found suitable by the MANAGEMENT for such promotion.

12.2 No promotion under this Rule shall be claimed as a matter of right. It shall be effected only at the discretion of the MANAGEMENT. The Management confirms the promotion under the provision of Rule 9.4 of this section.

12.3 An employee promoted under this Rule shall commence drawing his salary at the minimum of the pay scale and other allowances commensurate to the post



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to which he is promoted. In case, however, if such an employee has been already drawing an equal or higher salary in the lower post than the minimum of the pay scale of the post to which he is promoted, then his salary in the higher post shall be fixed as follows:

- (a) He will be entitled to an additional notional increment in the pay scale in the lower post or if he has already reached the maximum of the said pay scale then he would be entitled to a notional increment at the rate last drawn by him.
- (b) After calculating his salary as provided in clause (a) above, pay of the employee in the scale of his promoted post will be the same if it fits into a stage of such scale, and if no such fitment to a stage is possible, and then his pay will be fixed at the next higher stage in the said scale.

12.4 On fitment in the pay scale of this promoted post, the employee concerned will be entitled to his annual increments after completion of twelve (12) months, from the date of his promotion/his previous increment in the promoted scale as the case may be.

## 13. SERVICE CERTIFICATE

The Appointing Authority shall be the competent authority to issue "Certificate of Service" to the employees.

## II. WORKING HOURS, ATTENDANCE AND ABSENCE

### A) WORKING HOURS

Working hours of the Institution for the teaching faculty on week days shall be from 8. a.m. to 2.30 p.m. with a break for lunch or as prescribed by the Institution from time to time. For the non-teaching faculty the timings will be from 7.30 am to 3pm. On Saturday it shall be from 8 am. to 1.00. p.m. for the teaching faculty and for the others, 7.30 am to 1.30pm or as prescribed by the Institution.

### B) ATTENDANCE:

1. The full-time employee should be present at the premises of the Institution during working hours except for the permitted daily recess. The part-time employee shall be present at the premises of the Institution during the time allotted to him/her in the timetable.
2. During working hours an employee may move out of the premises of the Institution only with the permission of the Head of the Institution and after recording his movements in the "Staff Movement Register".
3. On all Sundays and on days, which are declared as general holidays by the Institution in its calendar, the Institution will remain closed. However, when there is





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any exigency of work, the services of an employee are liable to be at the disposal of the Institution, even outside the office hours and on holidays, and an employee shall attend to the work assigned to him by the superiors outside the office hours or on holidays, with or without overtime allowances or compensation of such period of work during the office hours or on future working days, after obtaining prior permission of his superiors.

4. Every employee shall be present for duty at the premises of the Institution on the closing and re-opening days of the year/Semester and on the closing and re-opening days of 2-3 successive general holidays. The employee contravening the provision of this rule shall be liable to forfeit the salary due to him for the respective period of vacation.
5. Every employee shall mark attendance in the morning within the prescribed time before the commencement of working hours and in the afternoon after the completion of the working hours by affixing his initials in the attendance register.
6. If an employee is late by less than fifteen minutes, his attendance shall be marked "late"; three such late attendance will lead to forfeiture of half a day of Casual Leave of that employee. Habitual late attendance is liable to disciplinary action.
7. If an employee is late for more than fifteen minutes, he will be treated either as absent or on leave, as the case may be, according to the discretion of the Head of the Institution.

## C) ABSENCE

1. Any of the following acts of an employee and circumstances concerning him amount to his being on unauthorized absence from work:
  - a) when an employee absents from duty without leave or permission,
  - b) when having marked his attendance for the day as provided for in Rule B.5 of this section, the employee is not found at the proper place of his work during his duty hours, without reasonable cause,
  - c) when an employee though present in the premises of the Institution, does not do the work required of him for any reason,
  - d) when an employee is on strike or puts in leave application as a part of an agitation or of a mass casual leave,
  - e) when an employee is imprisoned, even if the employee was already on any kind of leave during the said period, and
  - f) when an employee is found intoxicated during working hours or while on duty with any alcoholic or narcotic substances or is under its influence.



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2. An employee shall not be entitled to any salary or allowance during his unauthorized absence. Such absence will also render an employee liable to forego his past services for the purpose of increment, seniority, promotion and for other terminal benefits. He would also be liable to disciplinary action.
- D) SERVICE REGISTER:** A Service Register in respect of every employee of the Institution shall be maintained by the Head of the Institution. It shall, on request, be shown to the employees concerned.

## III. REMUNERATION

### **A) SALARY**

1. The basic salaries of different categories of employees shall be in time scales of pay fixed by the MANAGEMENT. The scale may be revised from time to time by the MANAGEMENT.
2. It shall be open to the MANAGEMENT to grant higher starting salary to a fresh appointee for his/her exceptional merit, qualifications, or experience, and/or for similar or other reasons best adjudged by the MANAGEMENT or grant an employee additional increments for similar or other reasons. The discretion of the MANAGEMENT is unlimited in this regard.
3. Pay Scale of temporary, part-time and casual employees shall be the one agreed upon by the Appointing Authority and the employee. In all other cases, it shall be the time scale fixed by the MANAGEMENT from time to time.
4. The 12<sup>th</sup> month salary for the employee on probation shall be paid only if he/she continues the service in the institution in the successive academic year.

### **B) INCREMENTS**

1. An employee shall be entitled to annual increments in his/her respective time scale of pay provided he/she has put in one completed year of service since the increment at the previous stage of pay. If for any reason any such increment falls due from any day in the middle of the month, the due date of such increment shall be reckoned from the first day of the month in which the increment fell due.
2. An employee whose monthly salary has reached the maximum stage of his scale of pay, shall continue to get increments at the same rate as the one he/she last drew in his/her pay scale.
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3. Increment shall not be claimed as a matter of right. With the consent of the MANAGEMENT, the Appointing Authority, for any valid reason to be recorded in writing, may disallow the increment of an employee due for any year or years with or without cumulative effect. Such valid reason shall include the financial shortfall or crisis in the Institution to pay increments to its employees.

An employee shall be given an opportunity to show cause against disallowance of any increment before taking action under this rule.

## C) ALLOWANCES

Benefits in addition to the basic salary (except as provided in these Rules) cannot be claimed by an employee as a matter of right.

### 1 DEARNESS ALLOWANCE

Normally employees are not entitled to dearness allowance. But subject to the financial capacity of St. Francis Sales Educational and Charitable Trust and considering the cost of living, the MANAGEMENT may sanction payment of Dearness Allowance to the employees at certain percentage of the basic salary from the commencement of a financial year/academic year.

The rate of such Dearness Allowance may also be revised from time to time coinciding with the beginning of the financial year.

Sanction or revision of Dearness Allowance shall be made only after making provision in the Annual Budget of the St. Francis Sales Educational and Charitable Trust or of the Institution concerned.

### 2 TRAVELING ALLOWANCE

An employee, who has to travel on official duties, shall be paid the actual fare he has paid for the journey made by the lowest class in a public conveyance on production of the tickets for such fares. In case a place is not connected by a public conveyance, then an employee is entitled to travel to and fro by Auto-rickshaws or tourist vehicles regularly plying to such places under sharing system and may claim the actual charges paid for such journey.

### 3 PER DIEM ALLOWANCE (OUT OF POCKET EXPENSES)

An employee who is traveling on official duty of the Institution is entitled to a per diem allowance of Rs. 50/- in addition to the travel fare to and fro as mentioned in rule C.2 of this section. The "day" for this purpose shall be calculated at the rate of 24 hours for the actual time of departure from the premises of the Institution and



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arrival back there on return. If the total period of absence is in excess of 24 hours or multiples thereof, the reckoning shall be as follows.

If the period in excess of full days is less than 6 hours, that period will not be eligible for any per diem allowance.

- (a) If the period in excess of full days is more than 6 hours but less than 12 hours, that period will be eligible for 50% of per diem allowance.
- (b) If the period in excess of full days is more than one hour but less than 24 hours, that period will be eligible for full rate of daily allowance.

## D) DEDUCTIONS

The Institution will deduct Income Tax, Professional Tax, Provident fund and other legally recoverable dues from the pay of employees and remit such amounts into the treasury/bank on behalf of the employees.

## IV. LEAVES AND HOLIDAYS

1. Leave means authorized absence from duty. It cannot be claimed or availed or enjoyed as a matter of right. Discretion is reserved to the competent authority empowered to sanction/grant leave, to extend, to postpone, to refuse, to curtail, or to revoke leave at any time according to the exigencies of work in the Institution.
2. Casual leave and Maternity Leave are the only leaves permitted in the educational Institutions of St. Francis Sales Educational and Charitable Trust. Casual Leave and Maternity Leave are on full salary at the rate drawn by the employee on the eve of the leave period. The employee is also entitled to increments, if any falling on any day during the period of leave to which he is entitled with salary.
3. It is the obligation of the employee concerned to ensure that leave is sanctioned in writing before he proceeds on leave of any sort or extends his leave.
4. Every employee shall leave his address and telephone number (if any) with the MANAGEMENT before proceeding on leave and on his failure to do so, communications sent to her/him at the address known to the employer will be deemed to have been duly served on her/him.
5. Any communication or notice sent to the employee on leave to the address provided by him and a copy thereof displayed on the notice board at the office of the Sanctioning Authority shall be deemed to have been served on him.
6. An employee who absents himself/herself from duty without permission from the appropriate Leave Sanctioning Authority or remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on the appointment unless he returns within twelve (12) days of expiry of the leave and gives an explanation to the satisfaction of the employer about his unauthorized absence. If an employee returns within twelve days and does not give a satisfactory





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explanation for his absence, he will lose his lien on the appointment. All such days of absence shall be considered *Leave without Allowance*

7. On reporting for duty after availing himself/herself of leave, every employee shall submit a joining report to the appropriate Leave Sanctioning Authority.

## 8. LEAVE SANCTIONING AUTHORITY

- 8.1. The head of the Institution shall be the SANCTIONING AUTHORITY for the CASUAL LEAVE of its employees. For all other kinds of leave including the Causal leave of the Head of the Institution, the Secretary and Correspondent shall be the COMPETENT AUTHORITY to grant/sanction, refuse, curtail or extend leave to all employees, subject to the needs of the Institution, and nothing in these Rules or otherwise shall limit the discretion of the secretary & Correspondent/Manager to grant, refuse, revoke, curtail or extend the leave already applied for or leave already granted.

- 8.2. Sanction/grant of leave, extension, postponement, refusal, curtailment, or revocation of leave by the Sanctioning Authority shall be communicated to the applicant in writing at least two days prior to the commencement of the leave.

- 9.1 **APPLICATIONS FOR LEAVE** or for extension of leave shall be submitted in the prescribed form with all the particulars required therein to the Sanctioning Authority at least two (2) days in advance in case the leave desired is for less than three (3) days and in other cases at least ten (10) days in advance, as the case may be, prior to the date on which the leave applied for is to commence.

- 9.2. Applications for maternity leave shall be accompanied by a medical certificate for a medical practitioner nominated by the Institute. For any reason, if such certificate is issued by any other medical practitioner, it shall be countersigned by the medical practitioner designated by the Institution.

- 9.3 In case of unforeseen circumstances, such as, sudden illness or death in the immediate family of an employee, leave may be availed of anticipating sanction, provided information about the reason for the leave is given in writing to the Sanctioning Authority within a reasonable period of time. If the reason given is frivolous or false, such absence is liable to be considered misconduct and it will be treated as leave without allowance.

## 10. CASUAL LEAVE:

- 10.1 Fifteen days of casual leave in an academic year on full pay is permissible to all tenure, vacational and non-vacational employees on pro-rata basis. This may be granted on the written application given in duplicate to the Head of the Institution well in advance; that is, at least on full working day before the actual day of leave in all foreseeable cases.



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- 10.2 Casual leave shall not be combined with vacation or any other leave. No employee shall avail himself of casual leave for more than two days consecutively.
- 10.3 Probationary, Temporary or Part-time employees and employees who have not put in a minimum of one year of service are eligible for casual leave of one day only for every completed month in service.
- 10.4 Half a day's casual leave shall be reckoned from 8 a.m. to 12.30 p.m in the forenoon and 1.00 p.m. to 3.00 p.m. in the afternoon. No half a day casual leave shall be granted when the Institution is working only on one shift.
- 10.5 Casual Leaves are not permitted on closing days before and re-opening days after major holidays -- Christmas holidays and Semester Holidays being major holidays - - and during the first 10 days of re-opening after major holidays. and unit test days. Internal Examination days and Semester/Annual exams.
- 10.6 Casual leaves cannot be accumulated. They are co-terminus with the academic Year.

## 11. MATERNITY LEAVE

- 11.1 A female employee who has worked in the service of the Institution for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery is eligible to maternity benefit.
- 11.2 The maximum period for which any woman is entitled to maternity benefit shall be twelve weeks or 90 days of which not more than six weeks shall precede the date of her expected delivery.
- 11.3 Maternity leave is reckoned in combination with Semester holidays and Christmas holidays in case any of these occur during this leave.
- 11.4 An employee who avails herself of maternity leave should inform three months in advance to the Head of the Institution concerned, about the probable time from which she intends to take her maternity leave. Application for leave along with a medical certificate from the medical practitioner nominated by the Institute should be submitted to the Head of the Institution at least one month in advance.
- 11.5 In case of miscarriage, a woman on production of proof as prescribed, shall be entitled to leave with wages at the rate of maternity benefit, for a period of six weeks or forty five days immediately following the day of her miscarriage. This may be granted only twice during the entire period of service.
- 11.6 A woman employee while entering upon maternity leave under rule 6.1 of this section shall be paid two months of her leave salary in advance and the balance



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shall be payable on production of satisfactory proof of her having delivered of a child.

- 11.7 A woman employee availing herself leave under rule 6.5 of this section shall be paid her leave salary on production of satisfactory proof of her having had a miscarriage during her pregnancy.

## 12. HOLIDAYS:

- 12.1 The Teaching Staff (Vacational Staff) is eligible for all the holidays notified in the calendar of the Institution -- Sundays and other vocational holidays -- on the understanding that the employee is bound to come to the Institution on a holiday to attend a meeting or for any other business connected with the Institution when so required by the Correspondent/Head of the Institution.

- 12.2 The Teaching Staff (Vacational Staff) may also be required to attend educational seminars, workshops, etc., to which they have been deputed by the Head of the Institution, even if such seminars, workshops etc. are held during holidays, as they are intended for improvement of the professional competence of the employees.

- 12.3 The Non-teaching Staff (non-vacational staff) are entitled to all the holidays notified in the Calendar of the Institution, Sunday, and fifteen days of annual leave with full pay.

## V. TERMINATION, RESIGNATION, VOLUNTARY RETIREMENT AND SUPERANNUATION

### A) TERMINATION

1. The service of a probationary or temporary employee may be terminated by either party giving one month's notice or on payment of one month's salary in lieu of the notice, with a provision however, that the term of service of the temporary employee will come to an end when the specific work for which he/she was employed is completed. Neither party is required to give any reason for such termination.
2. After due inquiry, the service of an employee on tenure may be terminated by the MANAGEMENT:
  - 2.1 **FOR REASONS OF HEALTH**, if he/she is found medically unfit to carry out his/her duties, on production of a medical certificate from a Registered Medical Practitioner appointed by the Local Management Committee.
  - 2.2 **FOR REASONS OF RETRENCHMENT**, i.e., due to abolition of a subject of section. In both cases, the Institution shall pay the employee concerned an amount calculated at the rate of a month's salary for each completed year of service in the



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Institution up to a maximum of ten month's salary. The Junior-most employee of the Institution shall be the first to be retrenched. The MANAGEMENT, however, shall be at liberty to determine, which employee is to be retrenched after taking into consideration the staff requirements and the subjects or work to be handled.

- 2.3 **FOR REASONS OF GRAVE MISCONDUCT:** This is done after due investigation of the case according to Section VIII of these Rules.
- 2.4 **FOR OTHER REASONS AFFECTING THE GOOD NAME AND FUNCTIONING OF THE INSTITUTION:** This is done after due investigation of the case according to Section VIII of these rules.
- 2.5 An employee whose services are terminated for any reasons mentioned above shall be entitled to all terminal benefits due as if there is no stigma attached to his termination.

## B) RESIGNATION

1. A tenure employee who wishes to resign shall give three month's advance notice in writing to the Appointing Authority or in lieu thereof, surrender three month's pay/salary to the Secretary & Correspondent/Manager or the head of the Institution. On receipt of such notice or an amount equal to three month's pay/salary in lieu of notice, the Appointing Authority may accept the resignation at any time.
2. Acceptance of resignation shall be in writing and be subject to any conditions that may be imposed by the Appointing authority at his discretion. No resignation would be complete unless the same is accepted in writing by the Appointing Authority.

## C) SUPERANNUATION:

1. The age of retirement or superannuation for all employees in the Institutions of St. Francis Sales Educational charitable Trust is normally the age prescribed by Government for Educational Institutions; at present 58 completed years.
2. Notwithstanding anything contained in the foregoing clause 1, an employee superannuated may be reappointed with the approval of the MANAGEMENT and on such reappointment he would be paid salary and allowances at the rate drawn by him at the time of his superannuation and he will not be entitled to any increments thereafter, except at the discretion of the Appointing Authority.
3. Fresh appointment of this type shall be for a period of one year at a time and the employee shall not be entitled to any terminal benefits at the conclusion of any such appointments, except at the discretion of the Appointing Authority and with the approval of the MANAGEMENT. No one who has completed the age of sixty-five (65) is eligible for such appointments. The salary and allowances of such employees shall be fixed by a contractual agreement between the MANAGEMENT and the employee or the organization to which the employee is a member.





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4. Every employee, either while joining the service of the organization or at a later stage, if so required by the Appointing Authority, shall produce record in proof of his age, to the satisfaction of the said Authority, and the proof so produced shall be final and binding on the employee concerned. If for any reason an employee is unable to produce any record in proof of his age when required, then the decision of the medical practitioner nominated by the Institution shall be final and binding on the employee.

## VI. GENERAL RULES OF CONDUCT AND DISCIPLINE

1. All employees are expected to be exemplary in their public and private life. Their loyalty, their sense of dedication and their behavior at all times should be such as to inspire the youth committed to their care. They shall, therefore, avoid such speech or actions as would contravene a person's proper code of conduct.
2. Every employee shall during the period of his service employ himself/herself honestly and efficiently under the orders of the Head of the Institution or his delegate and shall make himself/herself in all respects useful to the Institution.
3. Every employee shall do whatever is in his power to promote harmony and team spirit among the members of the staff. All employees shall co-operate with the Head of the Institution in maintaining good discipline in the Institution, good standards in teaching practice and help the Head of the Institution in the general functioning of the Institution. An employee who is the cause of disharmony among the members of the staff would be considered guilty of serious misconduct.
4. No employee on his/her account or otherwise, directly or indirectly, shall carry on or be involved in any trade/business without having first obtained the permission of the Local Managing Committee.
5. No employee shall engage himself in any political party activities.
6. No employee is allowed to join or continue to be a member of an association, whose objects or activities in the opinion of the MANAGEMENT are prejudicial to the interests of the Institution or public order and morality.
7. No Staff member shall take part in any agitation or propaganda against the Institution.
8. In addition to the ordinary work of the Institution, an employee is required to participate in co-curricular and extra-curricular activities.
9. No employee is permitted to inflict corporal punishment on any pupil. Lecturers are expected to deal with student indiscipline in their respective classes with tact and love; they may refer difficult cases to the Head of the Institution for guidance and necessary action.



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10. The teaching faculty shall value the answer scripts assigned to them and return the same to the Head of the Institution within the stipulated time. Valuation of the internal examination answer scripts has to be done in the institution itself.
11. The application requesting leave for illness or for other specified reasons should be accompanied by assignments for the classes from which the employee may be absent.
12. **THE STAFF ATTENDANCE REGISTER** shall be signed every day ten minutes before the morning session and after the completion of the afternoon session.
13. Question papers for the tests and examinations must be handed over to the Head of the Institution routed through the office within the specified period of time.
14. Any work to be done in the Office of the Institution shall be routed through the Head of the Institution. **Employees may visit the office only in case of necessity. Holding a conversation with the Office Staff would be considered a serious misconduct.**
15. **PRIVATE TUITION:** The full-time employees shall not take any private tuition or undertake part-time educational work in any other institution without the written permission of the Local Managing Committee.
16. Every teaching faculty must continuously update his/her subject knowledge through research and publications. Faculty members are expected to publish at least one research paper in the UGC approved journals or books every year.
17. Every faculty member is expected to make the best use of the ICT facility available for teaching and learning. It is their personal responsibility to equip themselves to the changing times and technologies in the field of teaching and learning.
18. **THE HEAD OF THE INSTITUTION SHALL BE RESPONSIBLE FOR:-**
  - 18.1 the safe custody and maintenance of all the records pertaining to the Institution, the library, the laboratory and the equipment belonging to the Institution, keeping an inventory of all its moveable and immovable properties,
  - 18.2 the scrutiny of all the collections made in the Institution and the remittance of the money collected to the Financial Administrator of the Institution,
  - 18.3 and the remittance of amount due to the Government/University,
  - 18.4 he shall have control over both the teaching and non-teaching staff in matters of organization of the academic and administrative works of the Institution,



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18.5 he shall in particular maintain a record of the supervision he makes periodically over the Staff and the Office in a *Supervision Diary*. He shall also maintain and

keep in his custody a *Charge Book*, a *Staff Movement Register*, a *Staff Residential Address Register*, and the *Staff Attendance Registers* in the office of the Head of the institution.

18.6 he shall prepare the College timetables -- the teachers' timetable, the class time table and the free period allocation table -- before the commencement of the academic year.

18.7 he shall prepare a list of Mentors/coordinators and a list of charges assigned to the staff and submit a copy of it to the Correspondent,

18.8 he shall prepare all relevant records for the renewal of affiliation, fresh affiliation, intake enhancement etc., and submit them to the Secretary & Correspondent for further action.

## VIII. MISCONDUCT & PENALTIES

The term 'Misconduct' shall denote any offence or act or commission or omission on the part of an employee, which falls within the connotation of the word 'Misconduct' as understood generally, and shall be deemed also to connote offences or acts of commission or omission under or contrary to these rules or any other regulations or practices of the Institution. Minor and Major acts of misconduct are listed below.

### **A. MINOR MISCONDUCT:**

1. Late attendance or absence from duty without notice or permission or leave.
2. Failure to mark attendance in time.
3. Talking loudly in the office/staff room/corridor during duty hours.
4. Leaving the place of work during working hours without permission or absence without permission from the place of work.
5. Laziness, inefficiency or careless work.
6. Obtaining leave or attempting to obtain leave on false pretexts.
7. Wasting time by idling, indulging in chit-chat etc., during office/duty hours either in the staff room or in the premises of the Institution during working hours.



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8. ~~Improper or discourteous behavior towards superiors, staff or members of the public on the premises.~~
9. Maintaining/keeping the official records, office facilities in disorderly or in unclean manner.
10. Absence from headquarters on holidays while on leave, without informing the appointing Authority.

## B. PENALTIES FOR MINOR MISCONDUCT

- (a) Written warning or censure.
- (b) Fine, in the case of peons and attendants only.
- (c) Suspension for a certain number of days not exceeding seven.
- (d) Recovery from pay of the employee in whole or part of any monetary loss caused by negligence or breach of orders to the Management, the Department, the Government, any person, body, or authority to whom the services of the employee had been lent.

## C. MAJOR MISCONDUCT

1. Violation of any of these Rules or breach of any of the duties or obligations mentioned therein.
2. Indiscipline, violation or disregard of established practices of the Institution within the premises or while on duty.
3. Furnishing false or incorrect information or withholding any relevant or pertinent information regarding one's age, father's name, qualifications, previous experience/service, etc., at the time of appointment or at any other time.
4. Getting question papers from concerned teachers to help students at the time of test and examinations.
5. Leakage of questions, abetting or cheating in the examination not only within the premises of the institution but also when one is deputed for examination work.
6. Unauthorized use of any of the properties or facilities of the Institution.
7. Handling of equipment, records, etc., not entrusted to one's charge.
8. Theft, fraud, dishonesty or breach of trust, or misappropriation in connection with the organization/Institution's functions or property or with the property of other employees or/ and other persons with whom the Institution has functional connections.
9. Malicious mischief such as hiding or destroying any article or property belonging to other employees of the organization.





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10. Fomenting discontentment and disloyalty among employees towards the Institution or any of its authorities.
13. Refusal to acknowledge any communication from the authorities of the Institution.
14. Refusal to sign any documents, forms or registers kept or maintained for the purpose of recording of routine matters.
15. Refusal to work in a different capacity or in a different place or refusal to work on any other job befitting his qualifications and designation, as may be required by his superior, or refusal to do additional work entrusted to him.
16. Refusal, expressed or implied, to do the allotted work or to act as per the orders of his superior in the matters of his work.
17. Insubordination, malingering, loitering or deliberate delay in performances of duty or in carrying out the orders of the superiors.
18. Willful insubordination or disobedience whether alone or in combination with others, of any lawful or reasonable order of the MANAGEMENT/Superiors or instigating others to insubordination or disobedience.
19. Initiating, conducting or taking part in or inciting other employees to take part in any go-slow, pen-down, mass casual leave, work-to-rule or similar or other agitations or tactics or delay in performing work or instigation of others therein.
20. Striking or refusal to work either singly or along with other employees, and participating in a strike or any form of dharna or abetting, inciting, instigating or acting in furtherance of a strike or dharna.
21. Wrongful confinement of any superior of the MANAGEMENT or Institution in order to make him yield to demands or disputes.
22. Offending or criticizing the MANAGEMENT, its President, members of the Governing Body, superiors of the Institution, its employees, or any member of the public who is connected with the Institution and its work, with or without malice.
23. Intimidating, assaulting or threatening any person with whom the organization has functional connections.
24. Indulging in heated arguments with co-employees and visitors, within the premises of the organization or while on duty.
25. Riotous or disorderly behavior during working/duty hours or any other acts subversive of discipline.



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26. Drunkenness, riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing other employees, wrongfully interfering with the work of other employees, assault or threat to assault either on provocation or otherwise, or commission of any act subversive of good and proper behavior during duty hours or in any matter connected with the activities of the Institution.
27. Any act subversive of discipline or administration of the Institution or has a bearing on its smooth and efficient functioning.
28. Gross/habitual negligence or neglect of work/duty.
29. Non co-operation with co-employees in the proper discharge of duties.
30. Habitual mistakes in work or inefficiency.
31. Habitual late coming which means:
  - (a) More than ten (10) minutes late, four (4) times or more in a month.
  - (b) More than fifteen (15) minutes late, four (4) times or more in a quarter.
  - (c) More than thirty (30) minutes late, two (2) times or more in six (6) months.
32. Absence without leave or permission of the Sanctioning Authority.
33. Absence without leave for more than three consecutive days or habitual absence without leave or overstaying sanctioned leave without sufficient ground or proper and satisfactory explanation.
34. Habitually sleeping while on duty.
35. Habitual repetition of any act or omission, which is punishable under these rules.
36. Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or distributing any hand bills, notices, leaflets, pamphlets or posters in the premises of the Institution without prior permission of the Head of the Institution.
37. Soliciting, demanding, collecting or canvassing or any money/funds from parents, students or anyone or sale of any kind of tickets within the premises of the Institution for any purpose or reason without permission of the Head of the Institution.
38. Seeking, soliciting, demanding, offering or accepting bribe, kick-backs, gifts, gratuity, reward in kind or cash, any illegal gratification from any other employee/person with whom the Institution has functional relationship or giving or attempting to give bribe, kick-backs, gifts, gratuity, reward in kind or cash to another employee of the Institution or others.
39. Carrying on money lending or any other private business within the premises of the Institution.



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40. Gambling within the premises of the Institution or while on duty.
41. Engaging in private work or trade or business or any other commercial activity with or under any other person or entity during the tenure of service in the Institution or engaging in another employment or engaging in the same or similar profession in or outside the Institution while in the service of the Institution without the written permission of the MANAGEMENT.
42. Canvassing for any political activities, while on duty or while being in the premises of the Institution.
43. Disclosing to any person any information affecting the interest of the Institution or with regard to procedures, practice and functioning of the Institution without its authority.
44. Disclosing to any unauthorized person confidential facts or figures about the activities of the Institution.
45. Writing, contributing to or publishing any article, booklet, etc., affecting adversely the reputation of the Institution or the MANAGEMENT or its officials.
46. Any conduct prejudicial to the interest or reputation of the Institution or any act or conduct involving moral turpitude or immoral behavior or act in or out of the premises of the Institution.
47. Using indecent or abusive or obscene language or making false allegations against superiors or staff of the Institution or co-workers or the public.
48. All kinds of violence – sexual or otherwise – sexual utterances of indecent words, or gesturing or acting indecently or obscenely against or before members of the opposite sex in the office or while on duty.
49. Fighting, or attempting to inflict bodily injury to other employees or superiors in the organization, drunkenness, bootlegging, conduct violative of common decency or morality, threatening, intimidating or abusing any other employees or superiors in the Institution/organization.
50. Possession of lethal weapons, except those tools meant for the performance of duty.
51. Conviction by a court of law for criminal offences involving moral turpitude, entailing punishment by imprisonment.
52. Contracting a second marriage while the first wife is alive and legally not separated/divorced.



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53. Use of or abetting under the influence of drugs, alcohol or narcotics while on duty and within the premises of the Institution or being in a drunken state or carrying or possessing or distributing alcoholic/narcotic substances during duty hours.
54. Knowingly or wrongfully interfering or tampering with the records of the Institution, falsification, defacement, destruction or removal of any records of any kind whatsoever of the Institution.
55. Unauthorized removal from, tampering with or affixing of notices on the notice board or any other place of the Institution without written sanction of the Appointing Authority.
56. Failure to report to the higher officials of any accident either to himself or to any other employee or about any defect or other circumstance which may cause damage or loss to the Institution, coming to his knowledge.
57. Falsifying or refusing to give testimony when accidents, misconducts or any other matters are being investigated.
58. Deliberate abuse of any leave, privilege, concession or benefits for the time being in force in the Institution.
59. Habitual indebtedness and borrowing from colleagues or outsiders.
60. Involving in any act which is considered as civil or criminal wrong under any law of the land.

## D. PENALTIES FOR MAJOR MISCONDUCT

- I. Suspension without pay and allowance for a minimum period of four days.
- II. Stoppage of increments for a period not exceeding two (2) months, with or without cumulative effect.
- III. Dismissal.
- IV. Demotion to a lower grade.
- V. The "Secretary & Correspondent/Manager" with the Local Managing Committee may lawfully impose the above punishments.





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## IX. APPELLATE AUTHORITY

1. An employee aggrieved by any order or punishment made against him under the above rules may file an appeal against the said order with the President of "St. Francis Sales Educational and Charitable Trust".
2. Such appeals shall be filed within thirty (30) days from the date of service of the order appealed against. The appellate authority may entertain and dispose of appeals filed later than thirty days provided in his discretion the causes shown for the delay are good and reasonable.
3. After going through the appeal with reference to the records of enquiry and any other relevant matters, and after giving an opportunity of being heard to the concerned employee, if in the opinion of the Appellate Authority such an order as deemed fit. The orders of the appellate Authority shall be final.

### CONCLUSION:

All the employees in our Institutions are to note that ignorance of these Rules and Regulations is not an excuse for any default. The Heads of the respective Institution will supply every one of the employees of "St. Francis Sales Educational and Charitable Trust" with a copy of these Rules. All are expected to study these rules carefully with a view to making our institutions more efficient vales and principles. The "St. Francis Sales Educational and Charitable Trust" requires that its employees are not only qualified in scientific and pedagogical expertise, but also remain outstanding in the practice of ethical and spiritual values.

If any question arises relating to the interpretation of these Rules, it shall be referred to the MANAGEMENT whose decision shall be final.

This service rules was revised and approved in the Governing Body meeting of St. Francis Sales educational and charitable trust on 10th September 2018.

Date : 10/08/2018

Place : Electronic city, Bangaluru -100.

President:

Rev. Dr. Benny Kootanal



Secretary:

Rev. Fr. Tony A J