

THE MANGALORE JESUIT EDUCATIONAL SOCIETY



SERVICE RULES AND CONDITIONS FOR MANAGEMENT STAFF (Fourth Edition: June 2019)

ST ALOYSIUS COLLEGE

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CONTENTS

SL No	Particulars	Page No
	Preamble	01
	Objectives	01
1	Preliminaries	03
2	Names of the Institutions administered by MJES	07
3	Administration	08
4	Recruitment and Appointment of Principal/HM and Regular Teaching Staff	11
5	Recruitment and Appointment of Non-Teaching staff	11
6	Selection Process	12
7	Appointing Authority	13
8	Recruitment /Appointment of Part Time and Temporary Staff	13
9	Probation and Confirmation	13
10	Regular Staff	14
11	Employment of Immediate Family Members	14
12	Age of Entry	14
13	Service Record	14
14	Job Description	15
15	Hours of Work	15

SL No	Particulars	Page No
16	Performance Appraisal	15
17	Transfers	16
18	Salary	16
19	Gratuity	18
20	Provident Fund	18
21	Leave	19
22	Unauthorised Absence	23
23	Discipline	24
24	Rules for Employees	24
25	Resignation	31
26	Age of Retirement/Superannuation	32
27	Return of Property	32
28	Termination of Probationary Staff	33
29	Termination of the Regular Staff	33
30	Misconduct	34
31	Grievance Redressal	43
32	Internal Complaints Committee	43
33	Miscellaneous	43
34	Conclusion	44

PREAMBLE

The Mangalore Jesuit Educational Society (MJES) is a registered Christian Minority Religious Society, run by the Catholic Religious Order called the Society of Jesus, whose members are popularly known as Jesuits. It is a non-profit, non-sectarian, non-governmental, educational organisation engaged in education, research and training. The Society by running educational institutions aims at contributing to nation building by training students to develop competence, compassion, commitment 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 as good citizens 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 specialisation. Consequently, research, publications, teaching and training form part of academic work. Besides, a measure of familiarity with other fields of knowledge and culture as 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 backward and 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, 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. The staff is also expected to have the same mindset.

C. Character Formation:

Character formation is an integral part of education. Character includes speech, 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 embrace 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 especially 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 be witness to them in their life and work both on the campus and outside.

These service rules and conditions governing the employees of MJES have been revised and approved by the Governing Body of MJES and will come into effect from June 01, 2019.

1. PRELIMINARIES

1.1 GENERAL PRINCIPLES

1.1.1 The purpose of Service Rules and Conditions is to provide the employees of MJES with a statement of a basic human resource and personnel policy.

1.1.2 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.

1.1.3 The employees of MJES (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.

1.1.4 The Governing Body of MJES is responsible for prescribing and interpreting the Service Rules and Conditions. The Director/Principal/Headmaster/Headmistress (HM) shall administer them.

1.1.5 Where questions of interpretation or implementation arise, the interpretation and decision of the Governing Body shall be final and binding.

1.1.6 Nothing in these Service Rules and Conditions shall preclude the Management from making additional rules as may be deemed fit. The Governing Body of MJES 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.

1.2 DEFINITIONS

In these Service Rules and Conditions, unless there is anything repugnant to or inconsistent with the context:

1.2.1 The Mangalore Jesuit Educational Society or MJES means the Registered Society of the Mangalore Jesuit Educational Society with its office at St Aloysius College, P.B. No. 720, Mangalore - 575003.

1.2.2 'Society' means The Mangalore Jesuit Educational Society.

1.2.3 'President' means the Provincial Superior of the Karnataka Jesuit Province, who is the President of the Society.

1.2.4 'Vice President' means the Rector of St Aloysius College Institutions, who is appointed by the President and is also an ex-officio member of the Governing Body of the Society.

1.2.5 'Secretary' means the person appointed by the President to hold office as Secretary of the Society. He is also the Treasurer and ex-officio member of the Governing Body unless the President chooses to appoint a different member of the Society to the office of Treasurer.

1.2.6 'Governing Body' means the body of persons both ex-officio and those elected at the Annual General Body Meeting to administer the Society.

1.2.7 'Management' means the management of the educational Institutions, constituted by the Governing Body.

1.2.8 'Director/Administrator' means the person appointed by the President to function as the Chief Executive of an educational Institution of MJES, when a lay person (non Jesuit) is appointed as Principal.

1.2.9 '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.

1.2.10 'Staff/employee' means any person employed either temporarily or on probation, or permanently for teaching, non-teaching or supportive categories in any Institution under the Management.

1.2.11 'Probationary staff' means the staff appointed on probation.

1.2.12 A "Substituted Staff/Employee" is a Staff/Employee who is appointed in the post of a permanent Staff or Probationer who is temporarily absent.

1.2.13 A "temporary Staff/Employee" is one who has been engaged for work which is of an essentially temporary nature likely to be completed within a period of 8 months.

1.2.14 'Regular staff' means a permanent staff or probationary staff.

1.2.15 'Permanent Staff' means any person who has been given permanent appointment, and subject to the provision of these service rules.

1.2.16 'Part-time staff' is appointed to do only partial work on fixed days and at fixed hours of work. ('Visiting Faculty' or 'Guest Faculty' who are teaching staff appointed for a specific academic task for a fixed period and at fixed hours of work also come under the category of part-time staff).

1.2.17 'Year' usually means the Financial Year beginning on 1st April and ending on 31st March, and 'Academic Year' means the year beginning and ending on dates notified in the calendar of respective institutions.

1.2.18 'Notice' means the written communication given to the employees or circulated and/or put up on the Notice Board.

1.2.19 'Superior' means any person who by nature of his/her office exercises authority, supervision or control over the employees and/or has been named Superior.

1.2.20 'Habitual act' means any act of offense of commission or omission which is repeated more than 3 times within the period of a year.

1.2.21 'Acceptance of an employment in MJES' means and includes acceptance by the employee of these Service Rules

and Conditions and the Vision and Mission enshrined in them and/or any other terms and employment conditions, which may have been agreed upon between MJES and the employee concerned at the time of employment, and includes any future amendments.

2. NAMES OF THE INSTITUTIONS RUN BY MJES

EDUCATIONAL INSTITUTIONS RUN BY THE MANGALORE JESUIT EDUCATIONAL SOCIETY:

1. St Aloysius College (Autonomous)
2. St Aloysius Evening College
3. St Aloysius Pre-University College
4. St Aloysius Evening Pre-University College
5. St Aloysius Industrial Training Institute
6. St Aloysius ITI Gents Hostel
7. St Aloysius Institute of Management & Information Tech (AIMIT)
8. AIMIT Gents Hostel
9. AIMIT Ladies Hostel
10. St Aloysius High School
11. St Aloysius Higher Primary School
12. Aloysian Boys' Home
13. St Aloysius Institute of Konkani
14. St Aloysius College Gents Hostel
15. St Aloysius College UG Ladies Hostel
16. St Aloysius College PG Ladies Hostel
17. St Aloysius PU College, Harihar
18. St Aloysius (Degree) College, Harihar
19. St Aloysius College Ladies Hostel, Harihar
20. St Aloysius College Gents Hostel, Harihar
21. St Aloysius Institute of Education
22. St Aloysius Gonzaga School

23. St Aloysius Community Radio Sarang: 107.8 FM
24. St Aloysius College Museum
25. SAC Teaching & Non-Teaching Staff Quarters.

3. ADMINISTRATION

3.1 DIRECTOR/ADMINISTRATOR/CORRESPONDENT

3.1.1 The Director/Administrator/Correspondent is the Chief Executive Officer of the Institution, appointed by the President. 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 - Governing Body, Academic Council, and other important committees.

3.1.2.3 He is primarily responsible for recruitment, confirmation, promotion and discharge of the staff and also admission of students.

3.1.2.4 He is responsible for all legal matters and matters pertaining to 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, Employees State Insurance (ESI) 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 mobilises 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. In that case the Principal/HM will be the Chief Executive Officer and play the roles described in Section 3.1. The President may, when he deems expedient, appoint a person who is not a Jesuit to be the Principal/HM. In such cases the Director/Administrator will be the Chief Executive Officer.

3.2.2 It shall be Principal/HM's 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.

3.2.3 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 life and work of the Institution he/she heads.

3.2.4 The Principal/HM shall maintain a healthy blend of academic interest and administrative responsibility. He/she will organise workshops and seminars for the faculty and the staff and encourage them to participate in seminars at State and National levels. He/she shall maintain healthy relations with the Board of Education, Government and other statutory bodies, and adopt a proactive approach.

3.2.5 The Principal/HM will have the autonomy concerning the prescribed Departmental fees charged to students, where he/she is accountable to the Education Department. He/she shall maintain proper accounts as per departmental rules and regulations.

3.2.6 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 to the Director/Administrator by the end of January. All the funds of the Institution will be invested through the centralised pool of accounts by the Finance Officer.

3.2.7 The Principal/HM shall, when deemed necessary by the Management, be supervised by the Director/Correspondent who will be a Jesuit.

3.3 REGISTRAR, CONTROLLER OF EXAMINATIONS: Registrar, Controller of Examinations, and any other posts that may be created by the MJES, will have their role and job description given in their appointment letters.

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/Administrator of the Institution, if any

4.2.3 Head of the Department / Subject Expert /Management Nominee.

5. RECRUITMENT AND APPOINTMENT OF 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, Peons etc.

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 Vice-President or his representative.

5.3.1.2 Principal /HM and Director/Administrator of the Institution, if any

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 Director/Administrator of the Institution, if any, and also to the work culture and the conduct of the staff.

5.3.3 However, a temporary appointment for a period up to three months may be made by the Jesuit Principal/HM, under intimation to Vice President/Rector. In Institutions with non-Jesuit Principal/HM the Director/Administrator may make the temporary appointment under intimation to Vice President/Rector.

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/Vice-President who will place them before 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 Director/Administrator/Correspondent.

7.3 The appointee may, if required, be asked by the appointing authority to produce a certificate of fitness of service and of sound mental and physical health from a competent medical authority.

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/Administrator shall appoint the part-time and temporary staff.

8.3 A Principal who is not a Jesuit is not authorised 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.

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

9.3 The probation period may be extended up to a maximum period of one year. 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, the staff and the committee constituted by the Management) will be confirmed in their position.

10. REGULAR STAFF

10.1 On successful completion of the probation period, the staff will be appointed as permanent staff, with a Letter of Confirmation.

11. EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

No person who has a member of his or her immediate family (parents, spouse or children) already employed in an Institution belonging to MJES 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 will leave the job as decided by the management.

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 is a Jesuit, he will maintain the service records.

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. Daily attendance needs to be marked in a manual register and in a bio-metric system. Entries have to be made at the time of arrival and departure from the premises.

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 MJES 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 Department will appraise each employee of the Dept.

16.2.4 The Principal/HM will appraise all 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 MJES to another institution of MJES, without affecting his/her length of service, scale of pay and service conditions.

18. SALARY

18.1 SALARY SCALE

18.1.1 Employees of MJES 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 the 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, when the damage or loss is attributed to his/her fault and negligence and for loss of money which he/she is required to account for.

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, water 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, temporary or on probation, 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 provided his/her services are continued.

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

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

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

19. GRATUITY

A permanent 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 Payment of Gratuity Act 1972, and the Rules made by the Karnataka State from time to time. Salary for this purpose shall be deemed to be the basic salary + DA, at the time of retirement or resignation as the case may be.

20. PROVIDENT FUND

The Institutions will follow the general pattern of the contributory Provident Fund Scheme. However, any exempted employee/staff as defined under the Employees Provident & Miscellaneous Provisions Act, 1952 are not entitled to claim the contribution from the Management. It is obligatory on every staff/employee to submit the declaration at the time of joining the Institution furnishing the correct details about his/

her erstwhile employer as well as details pertaining to the membership under EPF & MP Act, 1952.

21. LEAVE

21.1 There are different types of leave provided for the employees of MJES.

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 one week 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 relevant 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 (January to December)

21.13. CASUAL LEAVE- CL

21.13.1 Teaching staff are entitled to 12 days and Non-teaching staff to 15 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 staff on probation or on contract, one CL per calendar month is allowed.

21.13.4 An employee who joins service on or after the 16th of the month will not be eligible for CL during that month.

21.13.5 Casual leave can be taken for half day too.

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 authorised by the Governing Body.

21.13.8 In the case of Principal/HM, leave will be sanctioned by the Secretary or any other person authorised by the Governing Body.

21.14 EARNED LEAVE - EL

21.14.1 The teaching staff are not entitled to EL as they have vacation.

21.14.2 Non-teaching staff on probation are not entitled for EL during the probationary period.

21.14.3 When an Administrative and Supportive (Non-teaching) staff is made permanent, he/she is deemed to have accumulated EL at the rate of 10 days per year, including the two (or three) years of the probationary period.

21.14.4 The non-teaching staff shall arrange with the Principal/HM in advance before availing himself/herself of the earned leave during the summer vacation.

21.14.5 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. All those who have not availed their full quota of EL for the year will be paid salary and allowances on pro rata basis.

21.14.6 Earned leave can be accumulated up to a maximum of 180 days. This leave may be surrendered once in 3 years for encashment, keeping a balance of 60 days. The balance of 60 days pertains only for the purpose of encashment.

21.14.7 When a permanent employee leaves service abiding by all the rules and stipulations of the Society, he/she shall be entitled to encash all his/her leave including the balance of 60 days of leave not availed since. For the purpose of encashment, salary for earned leave means Basic and Dearness Allowance.

21.14.8 When an employee is given a permanent position, he/she shall utilise only 5 days of earned leave per year, until his/her earned leave accumulates up to 60 days.

21.14.9 When an employee is unable to work due to accident or major illness, he/she can claim even the balance of 60 days of earned leave, if available to him/her.

21.15 MATERNITY LEAVE

Female staff, excluding those doing part-time service, are entitled to maternity leave as per government law.

21.16 DUTY LEAVE

Duty leave may be allowed to the teachers for attending meetings of the NCERT, State Government Seminars, Conferences and 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.

21.17 MEDICAL LEAVE

21.17.1 Request for sick leave should be supported by a medical certificate.

21.17.2 Non-teaching staff shall have 5 days of medical leave per year which can be availed only when such leave is granted by the legitimate authority of the institution.

22.17.3 The Management may grant an additional leave of 15 days (with or without pay) for serious accidents or hospitalization for serious ailments.

21.18 MARRIAGE LEAVE

The Management gives 6 days of marriage leave for the marriage of the employee concerned. This is not applicable to those employed on contract, or temporary or part-time employees.

21.19 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, prior 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 authorised 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 MJES 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 MJES and to act in a manner conducive to the accomplishment of its objectives and consonant with its vision/mission.

23.1.3 To abide by the service conditions of MJES 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, or in soft format, without the explicit written permission of the Management.

24.2 Matters relating to the affairs of MJES, its members, its clients or its students shall not be divulged by any employee to an unauthorised person (whether staff, students, employees or outsiders).

24.3 Employees shall not represent MJES 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 MJES or any of its Institutions unless authorised by the Management/Principal/HM.

24.5 No employee is permitted to carry out 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 in at the beginning of the sessions/classes and sign out after the session/class hours.

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 without the prior sanction of the Principal/HM.

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 Board/Government from time to time. However, the Management may, depending on the kind of projects/ additional duties that one is asked to handle, may reduce the workload of a staff member. Workload of a staff member may

also be increased by the Management, after due deliberation, to meet the specific needs of 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. Any loss or damage shall be reported to the concerned authority.

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 organising useful and relevant additional 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 victimisation (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. Support staff will have to put in 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/HM 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/Director, 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 staff shall apply for appointment in other MJES institutions/sister institutions except through the Principal/HM. However, staff members may apply for appointments outside MJES without reference to the Principal/HM within one month prior to the completion of the probation period or in the case of permanent staff, whose resignation has been accepted by the Management, application for job outside may be made during the period prior to actual resignation.

24.30 All members of the staff shall help the Institution authorities to enforce and maintain discipline and inculcate good habits and harmony 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 authorised 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. Forming

private social media groups and involving the MJES staff in it for exchange of viewpoints not consonant with the policies of the Society is not permitted.

24.34 No staff member may join a political party or associations linked to political parties directly or indirectly, or allow himself or herself to be elected or nominated as a member of a political party or a legally banned organisation. No staff member can participate in any activity questioning the lawful authority of the government, or join organisations 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 on which 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 prior 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 criticise in public any administrative action of the Governing Body or Management.

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 authorised to communicate such document or information.

24.39 No employee shall, except with the prior sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business.

24.40 No employee shall appear for any (university) 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/edit a book/guide unless he/she shall follow the procedure laid down by the Board 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 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.

24.47 No employee shall take part in any activity which in the judgment of the Principal/HM will lead to indiscipline in the Institution.

24.48 No member of the staff is permitted to give any corporal punishment to the students for any reason. Any serious offence in this matter shall be brought to the notice of the competent authorities. The concerned staff will take sole responsibility if such offences are tried in the courts of law.

24.49 Every employee is expected to be familiar with the POCSO (Protection of Children from Sexual Offences) Act 2012. Any offence in this matter shall be brought to the notice of the competent authorities. The concerned staff will take sole responsibility for any disciplinary procedure initiated in compliance with the POCSO Act.

24.50 Every employee must sign a document, in acceptance of the "Policy guiding the Institution for Protection of Children and Vulnerable Adults from Sexual Abuse and Maltreatment", promulgated by the President of the Mangalore Jesuit Educational Society.

25. RESIGNATION

25.1 A permanent 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, (provided the Management agrees to the same). However, if the notice period falls within the academic year in the case of teaching staff, the notice period will be extended up till the completion of academic year which includes the examination, valuation and declaring of results in their respective faculty. The 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 MJES 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, (it is expected that) no staff member, permanent or otherwise, leave service in the middle of the academic year. If any staff member abruptly leaves the job during the academic year or in violation of any part of this rule, he/she shall not be eligible to receive the service certificate from the Management.

26. AGE OF RETIREMENT/SUPERANNUATION

26.1 Regular 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 (or at retirement), 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 authorised employee and shall return to the Institution all books, apparatus, furniture, etc issued to him/her. Failure in this matter will entitle the Management to recover its losses from balance of salary, or gratuity due to the employee, or to have recourse to legal means, if required, to compensate for its losses.

28. TERMINATION OF PROBATIONARY/CONTRACT STAFF.

28.1 The services of a staff member who is on probation or on contract 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.

29. TERMINATION OF REGULAR STAFF

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

29.1 The employee becomes of unsound mind or physically incapacitated.

29.2 The employee becomes insolvent.

29.3 The employee is convicted of any criminal offence involving moral turpitude.

29.4 Moral turpitude.

29.5 The Management loses confidence in the employee.

29.6 The nature of service rendered is no more required by MJES.

29.7 The employee absents from duty for more than ten consecutive days without leave or overstays 10 days beyond the sanctioned leave.

29.8 Dereliction of duty such as not engaging oneself in the allotted classes or not completing the prescribed syllabus or not doing the allotted work.

29.9 Negligence of academic or extracurricular or clerical or other duties that may have been assigned by the Head of the Institution/Principal/HM.

29.10 Non-discharge of duties in relation to the assigned examination work.

29.11 Failure to keep up-to-date in academics and to keep abreast of developments in his subject.

29.12 Failure to complete teaching of the prescribed syllabus within the stipulated period

29.13 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 or reputation of the Institution.

29.14 Unsatisfactory service.

29.15 Inefficiency, incompetence or indiscipline which is liable to bring down the reputation of the Institution.

29.16 Misconduct.

29.17 Willful and persistent neglect of duty.

29.18 Participation directly or indirectly in unauthorised coaching classes/tuitions.

29.19 Any objectionable activity that may or may not be expressly forbidden by the service rules.

29.20 Such acts of conduct which are prejudicial to the interests, objectives or reputation of MJES.

29.21 Any other 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 MJES 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 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 Repeated 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, physical punishment to students, unauthorised money raising from students, promotion/marketing of external products, sharing confidential information about the institution/staff/students with outsiders, sharing student data with outsiders, threatening students/parents with dire consequences.

30.2 PENALTY FOR MINOR MISCONDUCT: Disciplinary action procedures

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 MJES.

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 MJES 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, pornography, child sex abuse, immoral behaviour (Cf Nos. 29.49 and 29.50 of these Service Rules and Conditions)

30.3.7 Borrowing money from subordinates, colleagues, outsiders or people with whom MJES 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 unauthorised passengers, driving without valid Driving License, using vehicles for personal trips without proper authorisation, permitting unauthorised 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 MJES.

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 MJES, 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 overstaying 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 (Fund raising) 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 Writing malicious anonymous letters or inciting colleagues/students to criticise the Superiors or the Institutions run by MJES.
- 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 willful 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 Organising, attending or holding any meeting or taking out processions inside the premises of the Institution without prior permission of the Management.
- 30.3.31 Disclosure to any unauthorised person any information relating to MJES 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 Found sleeping repeatedly 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 Willfully making statements which are, or which are known to be, false or a misrepresentation of facts (related to work or operations of the institution).
- 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 Unauthorised 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 unauthorised badges/uniforms/signs or distributing or exhibiting within the premises unauthorised 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,

within the premises or outside, or an outsider within the premises - 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 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 persons 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 from service and reporting incidents of criminal nature to local police.

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 MJES 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. The Governing body while considering the exparte

enquiry report, may pass necessary order of punishment against the said employee.

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. GRIEVANCE REDRESSAL

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 and, if he thinks fit, he may appoint a Committee for this purpose, and give his decision within 30 days.

32. INTERNAL COMPLAINTS COMMITTEE

Each Institution of the Society has constituted a statutory body called "Internal Complaints Committee" as per the provisions of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013. Complaints pertaining to the sexual harassment of women staff, if any, shall be referred to the Committee.

33. MISCELLANEOUS

The above Service Rules and Conditions are enacted under the Karnataka Education Act 1983 (Act 1 of 1995) and are in

consonance with the philosophy, objectives and practices of the Mangalore Jesuit Educational Society. The Governing Body of the Society is entitled to revise these Service Rules and Conditions as it deems necessary, from time to time.

34. 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. What is most important, however, is the spirit behind these rules and regulations which are designed to build and promote a human society rooted in peace, justice and reconciliation.

Arenait
Principal
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