

THE STAFF SERVICE RULES OF ST. XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY, PATNA

1. TITLE AND ENFORCEMENT

The following rules, regulations and conditions of employment shall apply to all appointees of St. Xavier's College of Management & Technology, Patna, Christian Minority Institution of Higher Education. These rules shall be known as Staff Service Rules of St. Xavier's College of Management & Technology, Patna. Their purpose is to safeguard the interests of all staff as employees and the colleges as employers.

These rules shall come into force with effect from 1st June 2009, and shall supersede all previous service conditions if any. All amendments made after this date will be incorporated. The right to frame and amend these rules is reserved to the Management.

2. DEFINITIONS

In these Rules, unless there is anything repugnant on the subject or context:

- (a) **'College'** means St. Xavier's College of Management & Technology, Digha Ghat, Patna, and such departments as provided in the Memorandum of Association.
- (b) **'Society'** means Xavier Teachers' Training Institute (XTTI), Digha Ghat, Patna.
- (c) **'President'** means President of Xavier Teachers' Training Institute.
- (d) **'Management'** means and includes the following:
 - i. President (Provincial of the Patna Province of the Society of Jesus),
 - ii. Vice-President (Rector of X.T.T.I., Digha Ghat, Patna),
 - iii. Treasurer,
 - iv. Principal,
 - v. Counsellors.
- (e) **'Appointing Authority'** means the Vice-President (Rector) of the X.T.T.I. or any other person authorized by the President or Vice-President.
- (f) **'Principal'** means the academic and administrative head of the Institution in the day-to-day administration of the College.
- (g) **'College premises'** means the College as defined under clause 2 (a) and also chapels, canteens, stores, recreation clubs and such other establishments and precincts attached to the College.
- (h) **'Disciplinary Authority'** means the appointing authority and includes the departmental heads.
- (i) **'Habitual'** means repetition of an act of omission or commission repeated for a minimum of three times during a period of three years.
- (j) **'Employee'** means any person appointed to any service or post in connection with the affairs of the College, but does not include:
 - i. Employee of a contractor even though working within the premises of the College,
 - ii. Any person whose services are temporarily loaned or hired by the College,

- iii. Any person doing gratuitous work and
 - iv. Apprentice trainee.
- (k) **‘Apprentice-trainee’** is one who is engaged essentially for learning any work and includes any person who is undergoing apprenticeship training in a designated scale in pursuance of a contract of apprenticeship; he/she may or may not be paid a stipend during the training period.

3. **CLASSIFICATION OF STAFF**

Staff shall be classified as follows:

- (a) **‘Permanent Staff’** means a staff member appointed in a permanent job vacancy and whose service has been confirmed in writing by the appointing authority.
- (b) **‘Probationer’** is one who is provisionally employed with a view to being considered for employment on a permanent post.
- (c) **‘On Contract Staff’** is one who is appointed for a specific work for a specified time and in a specified manner and for a specified remuneration. The service of the employee on contract may be terminated by either side by giving an advance notice of one month or paying one month salary in lieu of the notice.
- (d) **‘Temporary’** staff is one who has been appointed for a limited period or for work which is of essentially limited temporary nature or is employed temporarily as an additional employee in connection with temporary increase of work, or has been appointed for being considered for probationary employment, if found fit.
- (e) **‘Casual’** staff is one who is employed for a work of casual nature or for some unexpected or unforeseen work of short duration or to meet the requirement of emergency or during the absence of any regular employee.
- (f) **‘Part-time’** staff is one who is employed to work for less than the normal working hours constituting a day’s work.

4. **RECORD OF AGE**

- 4.1. The following documents shall be deemed to be satisfactory proof of age for those entering the service of the College:
 - (a) Matriculation or School Leaving Certificate;
 - (b) Birth Certificate or Baptismal Certificate.
- 4.2. An employee who is unable to produce documentary evidence of his/her age shall be sent to a doctor authorized by the College for examination and his/her opinion as to the employee’s age shall be final and binding on the employee. The age of the employee, as recorded in the College, at the time of his/her appointment, shall not, thereafter, be permitted to be altered by the employee.

5. **APPOINTMENT OF STAFF**

- 5.1. No person shall be deemed to be in the employment of the College until or unless he/she has received a letter of appointment.
- 5.2. By signing the duplicate copy of the appointment letter, the employee accepts all the terms and conditions of service as specified herewith.
- 5.3. If the appointment letter issued to any employee lays down further specific conditions regarding service, those conditions shall prevail and the service conditions laid down herein shall be presumed to be modified to that extent.

- 5.4. In the period of service, if the management detects any fault in the certificate/ diploma of the employee and is confirmed after enquiry his/her appointment will be null and void from the date he/she is served a notice of intimation.
- 5.5. Every employee shall undergo a medical examination by a registered medical practitioner named by the management within three months of the appointment. The appointment would be conditional pending certificate that he/she is free from any communicable disease and that he/she is physically fit to be employed on the teaching, administrative or maintenance staff of the College.
- 5.6. A service book shall be maintained for permanent staff by the Principal.
- 5.7. The confidential file of each member will contain the bio-data, appointment letter, confirmation letter, attested copies of certificates as to his/her date of birth, educational and professional qualifications and particulars regarding disciplinary actions.

6. **PROBATION AND CONFIRMATION**

6.1

- (a) The appointment of the employee will be on probation for a period of one year which may be extended by another year or more.
- (b) Unless confirmed in writing by the appointing authority, the probation period will be deemed to have been extended at the end of the first year of the probation period.
- (c) During the initial or extended period of probation, either side can terminate the employment by giving one month's notice or a month's salary in lieu of notice.
- (d) The period of probation may be reduced in individual cases for sufficient reason at the discretion of the Management.

6.2

- (a) On satisfactory completion of the initial or extended period of probation, the employee shall be informed in writing of his/her confirmation.
- (b) A lecturer will be confirmed in his/her post only after he/she completes his/her M.Phil, NET, Ph.D.
- (c) Upon confirmation of the employee in writing, he/she shall be entitled to all facilities and privileges of a permanent employee.
- (c) If a permanent employee is appointed for a period of probation in a new post, he/she may either at the end of or at any time during the period of probation be reverted to his/her substantive post at the discretion of the Management.

7. **TRANSFER AND WORKLOAD**

7.1

- (a) Employees are liable to be transferred from time to time on the same pay scale from one post to another, from any branch, department or section of the College to another at the discretion of the Management to ensure smooth running of the College.
- (b) With the establishment of St. Xavier's College of Management and Technology as a separate entity under the same management of X.T.T.I., it may be required that a member of the teaching or non-teaching staff carry out part of the teaching/ administrative responsibility in the other entity/entities provided the total work taken

together does not exceed hours of work described in the service conditions or letter of appointment.

- (c) Promotion in rank or grade is at the discretion of the management whose decision shall be based on the employee's efficiency and dedication to work.

7.2

- (a) More than one shift may be worked in a department or departments or any section of the College at the discretion of the management. If more than one shift is worked, the staff (employee) shall be liable to be transferred from one shift to another.
- (b) All other rules applying to work load and hours of work will be found in the 'Standing Orders' of each category of employees as given below.

8. **ATTENDANCE, LATE COMING AND ABSENTEEISM**

8.1. **Record of Attendance**

- (a) All staff members are required to be present at the place of work at the appointed time and start their work immediately.
- (b) Every staff member shall record the time of arrival at and departure from the College each day in the manner prescribed by the management from time to time.
- (c) Any staff member failing to record the time as above is liable to be marked absent.

8.2. **Late coming**

- (a) A staff member (employee) attending late either at the commencement of the shift or at the end of lunch recess after grace time of ten minutes shall be liable to be treated as absent.
- (b) If a staff member who is late is allowed to work, the following deduction may be made from his/her salary:
 - i. A staff member who signs the attendance register within the grace period of ten minutes for every five days shall be considered as having taken half-day leave.
 - ii. A staff member who signs the attendance register after the grace period of ten minutes for every three days will be considered as having taken a half-day leave. The concerned staff member will also report his/her late coming to the Principal.

8.3. **Absence from Post** (Absence from duty without permission)

- (i) Any staff member, who after reporting for duty leaves his/her place of work during any period of working hours without permission of his/her head of department or without sanction received, shall be liable to be treated as absent without leave for the whole day in case his/her absence commences before recess time, and for half day in case his/her absence commences after the recess time.
- (ii) If any staff member is absent from the place of work without permission of the appropriate authority, deduction from his/her salary may be made for the period of his/her absence.

9. **NOTICES**

9.1. **Notices to Staff**

- (i) Notices showing the hours of work for every class and group of staff members in the College, and for shift or shifts, if any, may be displayed periodically on the notice board.
- (ii) Notice specifying the days observed by the College as holidays shall be displayed on the notice boards, printed in the College prospectus or communicated by circular letters.
- (iii) Any matter required to be notified under these rules and any notice by the management to the staff (employee) in the establishment may be displayed on the notice board mentioned above, and thus it would be deemed to have been seen and read by the staff present.
- (iv) Any notice or communication intended for any employee may be personally delivered to him/her in the premises of the establishment and a staff member is bound to acknowledge it. The notice may be sent by post to the last known address of the staff member as specified in the records maintained by the College.
- (v) In case of any change in their residential address, all employees shall immediately notify the management.
- (vi) In the case of a staff member who is absent, the communication or letter or notice dispatched with acknowledgement due, to the last known address of the staff member, shall be deemed to have been served on him/her, provided a copy thereof is exhibited on the notice board.
- (vii) Any matter required to be notified under these rules and any notice or communication by the management to the staff, shall be either in Hindi or in English.

10. **PAY AND ALLOWANCES**

- 10.1 The management of the College has the right to fix and revise the pay scales and allowances for the different categories of employees of the College.
- 10.2 All employees shall be paid their wages ordinarily for the previous month within the first seven days of every month.
- 10.3 D.A. may or may not be revised by the management in the beginning of every academic year considering the govt. D.A. enhancement and the financial situation of the College.
- 10.4 Annual increment, if any, in the salary of the employees will be given at the beginning of the academic year following confirmation, and thereafter at the beginning of the succeeding academic years.
- 10.5 Ordinarily any needed changes in the basic pay or allowances will be made only at the beginning of the next academic year, and not in the course of the year.

11. **GENERAL LEAVE RULES**

(Applying to all categories of employees)

- 11.1 Leave means authorized absence from duty.
- 11.2 Leave cannot be claimed as a matter of right. This will depend on the discretion of the College authority.
- 11.3 All leave applications must be submitted to the proper authority.
- 11.4 Leave will not be granted to any employee under suspension.

- 11.5 No full time permanent employee shall work for wages at any place during the period of leave without written sanction of proper authority.
- 11.6 Ordinarily the staff shall avail of the leave only after the leave is sanctioned by the authority competent to grant leave of any description depending upon the incidence and the exigency of the work.
- 11.7 Normally extension of leave is strictly discouraged. Request for extension of leave should be an email followed by a written petition to reach the proper authority before the period of leave originally sanctioned expires.
- 11.8 If a staff member remains absent beyond the period of leave originally granted or subsequently extended, he/she shall be deemed to have abandoned the service, unless he/she (i) returns within 8 days of expiry of leave and (ii) has given a satisfactory explanation for his/her inability to return on the expiry of the leave.
- 11.9 Application for leave or extension of leave to proceed on leave after vacation should ordinarily be made in good time before the date from which the leave or its extension is sought.
- 11.10 If any staff member remains absent without leave for more than 8 consecutive days he/she shall be deemed to have abandoned his/her service, and his/her service shall be liable to be terminated automatically.
- 11.11 For the purpose of leave, the year is reckoned from the beginning of one academic session to the beginning of the next academic session.

12 NATURE OF LEAVE

12.1 Casual Leave

- (a) Casual leave may be granted to any employee for a total of **10 days** in each year subject to necessities and exigencies of work. Such leave is intended for indisposition, minor illnesses, and emergencies such as urgent work.
- (b) Casual leave may be availed only for a maximum period of four days at a time.
- (c) Casual leave cannot be combined with any other kind of leave.
- (d) Casual leave may be either prefixed or suffixed to Sunday or holidays.
- (e) Casual leave shall not be combined with vacation (Puja, summer, winter) or any other kind of leave, but it may be combined with holidays if the period of absence including holidays does not exceed ten days.
- (f) If a staff member takes a leave on the last day of the College term before holidays commence and again takes leave on the first day of the re-opening after holidays, the whole period, including the holidays is taken as leave.
- (g) Unavailed causal leave shall lapse at the end of each academic year. In other words, casual leave cannot be accumulated.

12.2 Duty Leave

- (i) Duty leave may be granted for:
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the College with the permission of the Principal.
 - (b) Delivering lectures in institutions at the invitation of such institutions received by the College and accepted by the Principal.
 - (c) Performing any other duty for the College.

- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay. However, if the teacher receives an honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

12.3 **Earned Leave**

- (a) On completion of the one year probationary period, a confirmed employee is entitled to earned leave of 8 days in an academic year.
- (b) 1/3rd of the period, if any, during which he/she is required to perform duty for the College during vacation, shall be considered earned leave.
- (c) Earned leave may be accumulated up to 24 days.
- (d) It will only be permissible to either prefix or suffix Sundays or holidays to earned leave.
- (e) Prior sanction (at least three days) is mandatory to avail oneself of earned leave.

12.4 **Maternity Leave**

- (i) A female employee who has completed one year as a full time staff may be allowed leave with full pay for a maximum period of 12 weeks.
- (ii) The application for Maternity Leave from an employee should invariably be supported by medical opinion as to the probable date of confinement and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate.
- (iii) A female permanent employee who has less than two surviving children is entitled to maternity leave with full pay.
- (iv) Maternity leave can be combined with earned leave provided such leave is related to the complications arising out of pregnancy.

12.5 **Leave without Pay**

Under extraordinary circumstances, leave on loss of pay up to five days in a leave year may be granted at the discretion of the management. The nature of exigency shall be clearly recorded. The maximum leave on loss of pay granted shall not be more than 10 days a leave year, except in cases of maternity leave as explained above. [12.4 (iv)]

12.6 **Absence without Leave**

Employees who abstain from work without any sanctioned leave will be considered absent and proportionate pay and allowances will be deducted for the days of such absence.

12.7 **National and Festival Holidays**

- (i) All employees shall be allowed the national and festival holidays with full salary and allowances, as indicated in their standing orders (given below).
- (ii) If this statutory leave falls on a Sunday, no compensatory leave will be granted.

- (iii) Those employees whose services, due to the exigencies of work, cannot be spared on these days will be entitled to an off day instead, within three days of the scheduled statutory holiday.

13 **DISCIPLINARY ACTION AND PENALTIES**

13.1 **Disciplinary Action:** The management shall have the power to take appropriate action against any of the employees for violation of conditions of service whether implicit or explicit and impose any appropriate penalty for commission of any misconduct. However no penalty shall be imposed on any employee without giving him/her an opportunity of being heard.

13.2 **Penalties:** The following punishments or penalties may be imposed on an employee for proven misconduct:

- i. Warning
- ii. Censure
- iii. Fine
- iv. Suspension without pay for a specified period
- v. Withholding of increment
- vi. Demotion in rank
- vii. Discharge or Dismissal from service

The imposition of any of the penalties mentioned above, shall be without prejudice to the right of the employer to recover from the employee any loss or damage suffered by the institution due to his/her negligence or any action or omission.

13.3 **Disciplinary Proceeding:**

- i. The management on information that some misconduct has been committed by an employee which calls for appropriate action against him/her shall issue him/her a notice specifying the charges made against him/her and calling on him/her to show cause within the time specified why action should not be taken against him/her for his/her misconduct.
- ii. The management may at the time of issue of show cause notice or at any later time suspend the employee from service pending the inquiry into the misconduct if it should consider it expedient to do so. However the employee so suspended from service during inquiry shall be eligible to receive subsistence pay at the rate of 50% of his/her current salary and allowances.
- iii. The management shall consider the show cause or reply, if any, submitted by the employee and if satisfied that no misconduct calling for action had been committed, shall close the matter.
- iv. If the management after due consideration of the show cause or reply filed by the employee comes to the conclusion that a serious misconduct calling for imposition of a major penalty has been committed, it shall proceed to have an inquiry conducted into the matter by an inquiry officer to be appointed by the management. In such event the employee concerned shall be intimated of the inquiry and directed to be present and present his/her defense.
- v. If the employee fails to present himself/herself at the inquiry at the appointed time and place, the inquiry shall be adjourned to another date and if the employee does not appear at the inquiry at the

- adjourned date also, the inquiry officer shall hold the inquiry ex-parte and submit his/her report to the management.
- vi. The management on receipt of the report of the inquiry officer shall consider the entire evidence before it and pass appropriate orders as it may think fit.
 - vii. However if the inquiry officer in his/her report has exonerated the employee of the charges or some of the charges against him/her and the management on consideration of the entire evidence on record comes to the conclusion that the report of the inquiry officer ought to be rejected and action ought to be taken against the employee for the misconduct, the employee shall be given a further opportunity to show cause against the said conclusion of the management.
 - viii. No Domestic inquiry is necessary to be conducted for imposing minor penalties for misconduct which in the opinion of the management is not of a serious nature. In such cases the management may impose minor penalties after giving the employee an opportunity of being heard. Such minor penalties shall include warning, censure, fine not exceeding Rs. 100/-, or suspension without wages for a period not exceeding 4 days.

13.4 **Redressal of Grievances**

- (a) All complaints or grievances arising out of employment shall be submitted by the concerned employee in writing to the management in the first instance and if the concerned staff or employee is not satisfied with the decision of the management thereon, he/she may refer the matter to the President or Vice-President of X.T.T.I./ Secretary of the College.
- (b) All staff members have the right to appeal individually to the President or Vice-President of X.T.T.I. through the management in any service matter and the decision of the President or Vice-President will be final and binding.
- (c) In the above stages of grievance procedure, except in the case of appeal to the President or Vice-President of X.T.T.I., the decision of the management shall be given within fifteen days from the date of submission of grievance for redressal.
- (d) No staff member is permitted to refer any grievance to any outside authority for redressal under any circumstance except as provided under the existing law on the subject.

14 **TERMINATION OF SERVICE**

14.1. **Notice by Staff**

- (a) Any permanent member of the teaching staff desirous of leaving service shall give three months' notice or three months' pay in lieu of notice to the appointing authority concerned.
- (b) In the case of permanent administrative employees desirous of leaving service shall give three month's notice or one month's pay in lieu of notice.

- (c) Temporary or probationary members of the teaching staff desirous of leaving service should give one month's notice or one month's pay in lieu of notice.

14.2. **Termination by Management**

- (a) The services of a probationary employee may be terminated by the management at any time without assigning any reason after giving one calendar month's notice, or by paying one month's salary (pay and allowances) in lieu of notice.
- (b) The management shall also be competent to terminate the services of a confirmed employee in case of abolition of a post due to closing down of the College/ a class or reduction in number of sections of a class or discontinuance of a teaching subject by giving three months' notice or three months' salary including all allowances in lieu of notice.
- (c) The management may terminate the services of any permanent appointee by giving such teaching staff at least three months' notice or salary in lieu of notice or, in the case of administrative or maintenance staff, three month's notice or one month's pay in lieu of notice, without assigning any specific reason on administrative grounds in the interest of the College. No such notice as specified above is required to be given when services of the employee are terminated on account of misconduct.

14.3. **Termination as a penalty**

An employee shall be liable to be punished by termination of service on one or more of the following grounds, namely:

- (i) Major misconduct
- (ii) Moral turpitude
- (iii) Willful and persistent negligence in duty
- (iv) Incompetence

15 **RETRENCHMENT**

On account of the abolition of posts due to the following reasons, retrenchment may be necessary:

- (i) Reduction of establishment owing to reduction in the number of classes;
- (ii) Change in the curriculum affecting the number of certain categories of teachers;
- (iii) Closure of a course of studies, or any department of the College.
- (iv) Any other bona fide reason of a similar nature.

In such cases other things being equal, the principle of seniority shall ordinarily be observed.

16 **RETIREMENT AND BENEFITS THEREOF:**

16.1 **Retirement**

All employees shall retire on attaining the age of sixty (60) years, which shall be the age of superannuation. Employees retiring will not be entitled to pension from the College.

16.2 **Gratuity**

Employees who have completed five years of service in the College shall be eligible for gratuity on leaving service. This shall be calculated on the basis of 15 days' pay (basic cum D.A.) for each completed year of service, up to a maximum of 18 months' full pay.

16.3 **Provident Fund**

St. Xavier's College of Management & Technology follows the rules of the Central Provident Fund scheme.

17 **TEACHING STAFF**

Standing Orders and Code of Conduct

17.1. **Work Load and Hours of Work**

(Rules and regulations regarding the work/duties of the teaching staff)

- (a) Teachers are urged to enter into the spirit and aim of Jesuit education and consider themselves a part of the team, working for the full development of the students. In particular, this includes: spiritual formation of the students according to faith in God and respect for all others as equals; the social orientation of education towards greater justice, and freedom from greed and selfishness; a spirit of service to society and the country above personal gain. To achieve this goal, they must be models and examples for the students. They should take special interest in helping the poor and weak students to overcome obstacles to their development.
- (b) Loyalty to the College, its authorities and one's fellow teachers should preclude any negative criticism among themselves or before outsiders. Any problem should be solved with the person concerned or the management by frank and open discussion. Conflicts within the College should be treated as confidential and family matters.
- (c) Teaching staff members are expected to teach in the classes assigned to them during the College hours, and put in sufficient time before and after class in preparation and assessment of various assignments.
- (d) Even when there is no class, while on duty, teachers are expected to engage themselves in productive academic pursuit like reading, writing and research on relevant topics.
- (e) All activities of the College are considered part of the normal work for the teaching staff.
- (f) Teachers may not arrange or exchange their class hours with those of other teachers without the previous sanction of the Principal.
- (g) Personal visitors and phone calls shall not be allowed during duty hours except in cases of extreme necessity and that too after explicit permission of the Principal/Vice Principal.
- (h) Teachers should treat all students equally, without any discrimination based on race, religion, caste, language or social status, or for any other reason of arbitrary or personal nature.
- (i) Full-time teachers shall not accept part-time employment on payment or for any other consideration in another institution.

- (j) They shall not, on their own account or otherwise either directly or indirectly carry on or be concerned with any trade or business whatsoever without having obtained explicit, prior, written permission of the Principal.
- (k) Teachers are not allowed to levy fine or collect any money from students for any purpose without the approval of the Principal.
- (l) No teacher shall engage in any political activity within the premises of the College. He/she shall not be a member of any political party whose programme is unconstitutional or involves spread of communal hatred or use of violence for the spread of its ideas.
- (m) No teacher is permitted to apply for any job or appear for any examination or interview without obtaining explicit, prior, written permission from the Principal.
- (n) No teacher shall resort to any form of strike.

17.2. **Leave Rules**

- (a) **Annual Leave**
Annual leave is meant for rest from the strain of continuous work. It is to be taken during the summer vacation.
- (b) **Study Leave**
 - i. Study leave shall be granted in the interest of the institution and at the discretion of the management. Study leave cannot be claimed as a matter of right by any employee, either based on length of service or because others of similar or inferior status have been granted such leave. It will be granted on the basis of institutional need for people with special type of training. It will be granted to those who are considered most likely to profit from that type of training and use the same in the interest of the institution. Such leave will be considered as leave without pay. Any one granted such a leave, will have to give a written undertaking of continuing in the service of the Institution for at least the next five years.
 - ii. Study leave shall ordinarily be granted only once unless there is clear need to acquire a further degree or expertise depending on the needs of the institution.
- (c) **Casual Leave**
Casual leave for the teaching staff must be applied for at least one day in advance, and may or may not be granted on a particular day, depending on the needs of the institution. In cases of emergency, such leave may be granted on the day itself, provided the application reaches the Principal's office at least 15 minutes before the beginning of the classes.
- (d) **Duty Leave**
 - (i) Duty leave may be granted for:
 - (a) attending conferences, congresses, symposia and seminars on behalf of the College with the permission of the Principal.

- (b) delivering lectures in institutions at the invitation of such institutions received by the College and accepted by the Principal.
 - (c) for performing any other duty for the College.
 - (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - (iii) The leave may be granted on full pay provided that, if the teacher receives an honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- (e) National and Festival Holidays
For the teaching members of the staff, holidays will be determined by the College calendar fixed by the management of the College.

17.3. Misconduct

- (a) Minor Misconduct
Careless work, laziness and inefficiency, late coming, loitering while on duty, discourtesy with any one connected with the institution, absence without leave up to three days, absence from prescribed meetings or College activities without permission of the Principal, distributing any literature within the College premises without the permission of the Principal, breach of any rules or instructions etc.
- (b) Major Misconduct
 - (i) Willful insubordination or disobedience to any lawful and reasonable orders of the College authority.
 - (ii) Conviction by a court of law for criminal offences.
 - (iii) Striking work or inciting others to strike. Gheraoing.
 - (iv) Refusing to accept any communication when served.
 - (v) Taking or giving bribes, soliciting or taking money from anyone in any way associated with the institution or any illegal gratification whatsoever.
 - (vi) Habitual absence from one's work without permission.
 - (vii) Habitual late attendance without explanation to the satisfaction of the College authorities.
 - (viii) Moral turpitude: immodest or immoral behaviour.
 - (ix) Absence without leave for four or more consecutive days.
 - (x) Habitual breach of any rules or instructions.
 - (xi) Use of abusive language, quarrelsome and riotous behaviour.

Disciplinary action and penalties as in the general rules (See Section 13)

18 ADMINISTRATIVE STAFF

(For Secretaries, Clerks, Accountants, Librarians etc) Standing Orders and Code of Conduct

18.1 Work Load and Hours of Work

- (a) Whereas it shall always be the desire of the College to limit the hours of duty of administrative staff to 8 hours a day or alternatively to an aggregate of 48 hours a week, it shall be understood that when in the interest of the College it shall be necessary for an employee to remain for a longer time on duty, he/she shall be relied upon to do so willingly. Working hours may vary in different departments.
- (b) All administrative staff shall be liable to be called upon to work overtime subject to the need of the College, though it shall be strongly discouraged. In case there is such an incidence, there will be time 'off' or due compensation paid for the overtime if sanctioned by the appropriate authority.
- (c) All activities of the College and staff meetings are considered part of the normal work of the administrative staff.
- (d) Personal visitors and phone calls shall not be allowed during duty hours except in cases of extreme necessity.

18.2 Leave Rules

(a) Annual Leave

- (i) On completion of one year probationary period, a confirmed employee of the administrative clerical staff is entitled to annual leave which consists of leave for 15 days for every year of continual service.
- (ii) Annual leave should ordinarily be taken during the summer academic vacation. If for any reason, the service of the administrative staff is required during this period, it shall be adjusted during the academic year.

(b) National and Festival Holidays

- (i) 26 January
- (ii) 15 August
- (iii) 2 October
- (iv) Good Friday
- (v) Easter Monday
- (vi) Holi – 2 days
- (vii) Durga Puja – 2 days
- (viii) Diwali – 1 day
- (ix) Chath – 1 day
- (x) Christmas – 5 days

- (c) All other leave rules as given under nos. 11 & 12 apply to the administrative staff.

18.3 Duties and Code of Conduct

- (a) The administrative staff occupy positions of special trust. Their work is essential for the smooth running of the institution, and they are an important part of the team. Hence, they should consider their work as

integral to the goal of Jesuit education: the formation of our students as good citizens of the country, and leaders of the future.

- (b) With this in mind, the administrative staff is urged to provide an example to the students of conscientious work, dedication and honesty.
- (c) The clerical staff is entrusted with many confidential and responsible jobs. Hence any breach of trust or confidentiality is especially serious. Private correspondence, College finances, the preparation of examination papers, personal messages etc should be treated as matters of secrecy not to be divulged even to the other members of the staff.
- (d) Full-time clerical staff shall not accept part-time employment on payment or for any other consideration in any other institution without obtaining prior written permission from the authorities of the College. Normally, such requests will not be granted.
- (e) In dealing with the students, parents and visitors to the College, the administrative staff should show the utmost courtesy and project a positive image of service and helpfulness.

18.4 **Misconduct**

- (a) **Minor Misconduct**
Careless work, laziness and inefficiency, late attendance, loitering while on duty, discourtesy to any one connected with the institution, absence without leave for up to three days, absence from prescribed meetings or College activities without permission of the Principal, distributing any literature within the College premises without the permission of the Principal, breach of any rules or instructions etc.
- (b) **Major Misconduct**
 - (i) Willful insubordination or disobedience to any lawful and reasonable orders of the College authority.
 - (ii) Conviction by a court of law for criminal offences.
 - (iii) Striking work or inciting others to strike. Gheraoing.
 - (iv) Refusing to accept any communication when served.
 - (v) Taking or giving bribes, soliciting or taking money from anyone in any way associated with the institution or any illegal gratification whatsoever.
 - (vi) Habitual absence from one's work without permission.
 - (vii) Habitual late attendance.
 - (viii) Moral turpitude: immodest or immoral behaviour.
 - (ix) Absence without leave for four or more consecutive days.
 - (x) Any serious breach of trust by divulging confidential matters connected with the work of the institution.
 - (xi) Theft, fraud or dishonesty in connection with the business or property of the institution.
 - (xii) Habitual breach of any rules or instructions.

Disciplinary action and penalties as in the general rules (See Section 13)

19 **MAINTENANCE STAFF**

(Office Peons and all workers engaged in cleanliness, upkeep, repair, security, horticulture or agriculture and domestic needs of the institution)

Standing Orders and Code of Conduct

19.1 **Work Load and Hours of Work**

- (a) Whereas it shall always be the desire of the College to limit the hours of duty of the maintenance staff to 8 hours a day or alternatively to 48 hours a week, it shall be understood that when in the interest of the College it shall be necessary for an employee to remain for a longer time on duty, he/she shall be relied upon to do so willingly. Working hours may vary in different departments.
- (b) All employees shall be liable to be called upon to work overtime subject to the need of the College, though it shall be strongly discouraged. In case there is such an incidence, there will be time 'off' or due compensation paid for the overtime if sanctioned by appropriate authority.
- (c) Personal visitors and phone calls shall not be allowed during duty hours except in cases of extreme necessity.

19.2 **Leave Rules**

- (a) **Annual Leave**
 - (i) On completion of one year probationary period, a confirmed employee of the maintenance staff is entitled to annual leave of 15 days leave for every year of continual service.
 - (ii) Annual leave should ordinarily be taken during the summer holidays. If, for any reason, the service of the maintenance staff is required during this period, it shall be adjusted during the academic year.
- (b) **National and Festival Holidays**
 - (i) 26 January
 - (ii) 15 August
 - (iii) 2 October
 - (iv) Good Friday
 - (v) Easter Monday
 - (vi) Holi – 2 days
 - (vii) Durga Puja – 2 days
 - (viii) Diwali – 1 day
 - (ix) Chath – 1 day
 - (x) Christmas – 5 days
- (c) All other leave rules as given under nos. 11 & 12 apply to the maintenance staff.

19.3 **Duties and Code of Conduct**

- (a) Members of the maintenance staff play an important part in the smooth running of the institution. As respected members of the staff, they should conduct themselves with dignity, both inside and outside the College compound. They will thus teach the students by their example

that manual work is not degrading, but rather uplifting, and an essential element in human life, irrespective of one's social status.

- (b) Full-time employees shall not accept part-time employment on payment or for any other consideration in another institution without obtaining prior written permission from the authorities of the College. Normally, such requests will not be granted.

19.4 **Misconduct**

(a) **Minor Misconduct**

Careless work, laziness and inefficiency, late attendance, loitering while on duty, discourtesy with any one connected with the institution, absence without leave for up to three days, drunkenness or disorderly conduct within the premises of the institution, or outside during working hours, gambling or any such act within the premises of the institution, or outside during working hours, breach of any rules or instructions, etc.

(b) **Major Misconduct**

- (i) Willful insubordination or disobedience of any lawful and reasonable orders of the College authority.
- (ii) Conviction by a court of law for criminal offences.
- (iii) Striking work or inciting others to strike. Gheraoing.
- (iv) Refusing to accept any communication when served.
- (v) Habitual absence from one's work without permission.
- (vi) Habitual late attendance.
- (vii) Habitual breach of any rules or instructions.
- (viii) Moral turpitude: immodest or immoral behaviour.
- (ix) Absence without leave for four or more consecutive days.
- (x) Willful breakage or damage to any property of the institution.
- (xi) Threatening or abusing or intimidating or assaulting any member of the staff within the premises of the institution or outside, if such action is in connection with employment.

19.5 **Entry and Exit**

Staff members shall not enter or leave the premises of the establishment except by the gate or gates, door or doors provided for the purpose.

19.6 **Liability of Search**

All male staff members shall be liable to be detained for search in a separate room by any of the security personnel or management of the College while entering or leaving the premises of the College; and all female staff members shall be liable to be detained by the persons mentioned above for search by a female searcher. If acting without malice the gateman or any security personnel or any officer of the College suspects that a staff member is in wrongful possession of property belonging to the establishment, he/she can detain such a staff member for search provided that the search shall not be made except in the presence of two other persons of the same sex as the suspected staff member.

Disciplinary action and penalties as in the general rules (See Section 13)

20 **PUBLICATION AND AMENDMENT OF RULES**

- (i) Copies of the service rules in English or in Hindi and any amendment made thereto may be posted on the notice board for general information of the employees. A copy of the Rules shall be made available to the employees at the office of the Principal.
- (ii) In case of any discrepancy between English and Hindi versions of these rules, the English version shall prevail.
- (iii) In case any question arises as to the interpretation of any of these rules, the question shall be referred to the appointing authority of the College and his interpretation shall be final.
- (iv) The management shall have the right to amend or alter or add to these rules from time to time and the same shall be binding on the staff from the date of approval of such rules by the management or appointing authority.
