



# ST PHILOMENA COLLEGE

Affiliated to Mangalore University Re-Accredited by NAAC at 'A' Grade

**MAI DE DEUS EDUCATIONAL INSTITUTIONS**

Managed by the Catholic Board of Education, Mangalore

Philonagar, Darbe, Puttur - 574202, D.K., Karnataka | 08251 230340

● [www.spcputtur.ac.in](http://www.spcputtur.ac.in) | ● [info@spcputtur.ac.in](mailto:info@spcputtur.ac.in) | ● Office : 08251-230340 | Principal : 08251-236460 | ● 9901380340

## HANDBOOK FOR NON-TEACHING STAFF



## 1. INTRODUCTION:

Since the dawn of human civilization, education has been considered an agent of change, a growth driver, and a means of empowerment. The importance of education stems from its contribution to personality development, human capital formation, and good citizenry. The knowledge and skill acquired by the young generation through the process of education have proved to be a catalyst for nation-building activities. St Philomena College was founded in 1958 by Fr Antony Patrao, a missionary, who conscientiously believed that education was the best means of empowerment. His conviction that the religious, spiritual, social, and economic interests of the students could be best served through education made this region an educational hub. Even in the nascent stages of its growth, the College showed all the signs of becoming a center of excellence. A full-fledged centre of excellence is yet to be realized, but efforts towards this end have not ceased. Affiliated with Mangalore University and recognized by the UGC under 2(f) and 12B, the Institution does attempt to treat the primary stakeholders in six UG programs and seven PG programs with a rewarding educational experience. On the basis of the record of growth in student enrollment, physical infrastructure, and student achievements, the NAAC re-accredited the Institution at 'A' grade with a CGPA of 3.19 on a four-point scale in the III cycle.

**Vision:** To be a premier Institution for Higher Education, constantly in service for the welfare of Society.

**Mission:** To facilitate the holistic development of the youngsters through education and training thereby contribute to the socio-economic development of the society.

### Objectives:

- To provide guidance and support for the students to excel
- To sensitize the students about the social needs and problems
- To help the students accomplish their career opportunities
- To prepare the students in nation building activities
- To promote good citizenry among the students.

## 2. CLASSIFICATION OF EMPLOYEES

2.1 **Permanent employee** is an employee who after successful completion of his/her period of probation has been confirmed.

2.2 **'Probationary employee'** is an employee who is employed against a permanent vacancy for an initial period of two years.

2.3 **'Temporary employee'** is an employee who has been appointed for a short period/term.



2.4 'Part-time employee' is an employee who is not a full-time employee, appointed on an hourly basis.

2.5 'Contract employee' is an employee who is appointed for a fixed period/term.

### 3. RECRUITMENT OF STAFF(Unaided)

3.1 The basic policy of the CBE is to select and place candidates on the basis of job-related requirements, and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications, and interests can be developed to full advantage. The CBE believes in the set of culture based on its vision and mission; the candidates will be appointed as to meet this expectation.

3.2 The major types of recruitment are

3.2.1 Entry Level Hires - The entry point for the people in the profession (Fresher)

3.2.2 Lateral Hires - Experienced professionals

### 4. APPOINTMENT

4.1 The selected candidates will be provided an offer letter before joining. They should accept the offer within 7 days of the receipt of the offer and revert with the confirmation of the joining date. The offer would automatically stand canceled if no confirmation is received from the candidate with the defined timeline.

4.2 **Joining formalities:**

4.2.1 Employee needs to produce the original documents and the copies of those documents as mentioned in the offer letter to complete his/her joining formalities.

4.2.2 The new employee will be provided with a joining kit by the Principal / Office Superintendent with all the forms as mentioned below:

4.2.2.1 Joining Report

4.2.2.2 Employee Information Form

4.2.2.3 ID Card Form

4.2.2.4 ESI Form 1 (ESI Declaration and Nomination Form) / PF Form 11 (PF Declaration Form) & PF Form 2 (PF Nomination Form) whichever is applicable.

4.2.2.5 Confidentiality Agreement

4.2.2.6 Any other Agreement standard for employees

4.2.3 The new employee should complete all the above mentioned forms and submit to Office Superintendent on the day of their joining the Institution.



4.2.4 New employee needs to submit the below mentioned documents mandatorily to complete their joining formalities:

4.2.4.1 Acceptance of Offer letter

4.2.4.2 Educational Qualification documents

4.2.4.3 Relieving letter, if any, from the previous institution

4.2.4.4 Experience letter, if any, from all institution where he/she worked

4.2.4.5 Photographs (3-5 depending upon the requirement)

4.2.4.6 Permanent Address proof

4.2.4.7 Present/communication address proof

4.2.4.8 AADHAR and PAN Card copies

4.3 All employees are required to sign a confidentiality agreement upon acceptance of employment.

4.4 A former employee may be re-employed if there is a need of his service based on age criteria, except in cases where former employees have been terminated for a cause.

## 5. RECRUITMENT AND APPOINTMENT OF STAFF(Aided)

5.1 All eligible candidates will be shortlisted for the interview.

5.2 The interview panel consists of

5.2.1 The President of CBE or his nominee from among members of the governing body to be the chairperson of the selection committee.

5.2.2 The Head of the Institution

5.2.3 Head of the department of the concerned subject

5.2.4 Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.

5.2.5 Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the relevant statutory body of the university concerned.

5.2.6 An academician representing SC/ ST/ OBC/ Minority/ Women/ Differentially-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

5.3 The list of the selected candidates will be sent to Government for approval.

5.4 Joining formalities will remain the same as specified

5.5 Once the candidate joins the CBE, appointment order along with the joining report shall be sent to the Government.



## 6. PROBATION

This part covers all the areas for confirmation, an extension of probation, or termination of the probationary employee.

- 6.1 Probationary Period for all Unaided (full-time) employees will be 2 years from the date of joining.
- 6.2 Probation to confirmation process will attract no increment.
- 6.3 The employee will be eligible for performance appraisal increment only when she/he is confirmed.
- 6.4 During the probation period, the employee will be eligible for one leave per month.
- 6.5 Extension of probation periods
- 6.6 Probation Period can be extended maximum for a period of up-to one year.
- 6.7 For further extension, management will review the case and use its own discretion.
- 6.8 Joint Secretary, at their discretion or at the written request of a reporting Authority with reasons for extension, extend the probation period of a continuing professional staff once only for a maximum period of one year.
- 6.9 The probation criteria shall be specified as definable goals and shall be designed to ensure that the employee works productively in the Institution. Also, the criteria shall be related to the Job Description for the position, and the level and time frame of the appointment of the employee.
- 6.10 In the first weeks of appointment the Reporting Authority will clarify to the employee about probation criteria established in the contract of employment and introduce the employee to the Performance Development Framework objectives and performance indicators and establish a development plan consistent with probation criteria.
- 6.11 During the probation period the employees Reporting Authority will alert the employee to the possibility of termination if it appears that the criteria are not being met and support the employee in achieving the required performance.
- 6.12 There shall be a minimum of two formal probation reviews/interviews during the probation period, one around mid of the probation period and the final review at the beginning of the final month of the employee's probationary period.
- 6.13 Formal reviews/interviews should be setup in advance so that both parties have time to prepare for them and to ensure that meetings remain free of interruptions.
- 6.14 As part of the review, the head of the institute should:
- 6.15 Praise good performance and achievements
- 6.16 Review the attendance, including sickness absence.
  - 6.16.1 Discuss the employee's performance to-date against the objectives set at induction.



  
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- 6.16.2 Review training and development needs
- 6.16.3 Provide constructive feedback on progress
- 6.16.4 Explore problems that the employee has encountered in their role.
- 6.16.5 Provide guidance and support as required
- 6.16.6 Introduce/agree to any changes to the objectives set.
- 6.16.7 Set the next review meeting (if applicable).
- 6.17 It is the Reporting Authority responsibility to ensure that reviews are conducted within the timescale and supplied with the appropriate documentation as soon as possible thereafter. If any issues or concerns are identified, HEIH may seek advice from the concerned
- 6.18 Written documentation is crucial to the probationary employees, as it will provide helpful information for the forthcoming staff development review process when the probation period is completed successfully. Equally, it will indicate clearly the reasons why an appointment is not to be confirmed in the case of unsuccessful probation
- 6.19 A probation form should be completed to record details of each review (including agreed objectives and set review dates) after each formal meeting. The form shall be completed by the HEIH and signed by all the parties and forwarded to the CBE within 10 working days of the meeting.
- 6.20 If the employee's performance, conduct, timekeeping and attendance have been satisfactory and fully meet university's/association expected standards for the relevant grade/post, the HEIH/Joint Secretary shall complete the probation form appropriately and recommend that the appointment should be confirmed.
- 6.21 An employee is confirmed in service after the probationary period by a written order from the Secretary, CBE on receipt of a formal recommendation by the HEIH/Joint Secretary.
- 6.22 An employee whose services are confirmed shall pay a caution deposit to the CBE and obtain a Receipt for the same. The caution deposit is refunded on the production of the Receipt and a 'No Due Certificate' from the respective institution after 10 years of service or when the employee leaves the service whichever is earlier.
- 6.23 Dealing with unsatisfactory performance:
  - 6.23.1 Reporting Authority should seek advice from their designated senior staff member or Head/Dean of the Departments whenever an employee's performance/conduct gives cause for concern when problems first arise. If appropriate, the Heads/Deans may be present at formal hearing reviews.



- 6.23.2 Where problems with meeting the appropriate standard(s) are highlighted and/or needs for relevant training identified, appropriate opportunity/support shall be provided to improve performance.
- 6.23.3 The Reporting Authority shall meet formally with the employee to:
- 6.23.3.1 Discuss any problems identified.
  - 6.23.3.2 Explain what aspect of the work/conduct is not considered satisfactory.
  - 6.23.3.3 Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those achieved.
  - 6.23.3.4 What remedial guidance and training will be provided;
  - 6.23.3.5 Give clear early warnings of what may happen if required standards are not met.
  - 6.23.3.6 Give unambiguous indication of any necessary improvements.
  - 6.23.3.7 Agree a course of remedial action and timescales.
  - 6.23.3.8 Record the outcome of the meeting in writing and give a copy to the Employee.
  - 6.23.3.9 If the required standards are not met the disciplinary procedure may be invoked.
- 6.24 Extension of probation period
- 6.24.1 Exceptionally, CBE reserves the right to extend the probation period for the following reasons under guidelines of Bye-Laws, UGC & MCI for the following cases:
- 6.24.2 The new employee has not performed to the expected standards of performance/ conduct but there is evidence that the performance/ conduct is likely to improve given the extra time.
- 6.24.3 Due to the new employee's sickness or other authorized absence, it has not been possible to adequately assess the employee's performance. The probation period will not normally be extended if the period of absence related to a disability or maternity leave. In this regard, due cognizance will be taken of Association's obligations under the Disability Discrimination Act and Maternity provisions within the Sex Discrimination Act.
- 6.24.4 Where the probation is extended, the following must be discussed between the HEIH and employee:
- 6.24.4.1 Reasons for the extension.
  - 6.24.4.2 Length of the extension period.
  - 6.24.4.3 Assistance/ training that will be given during the period of extension.
  - 6.24.4.4 Areas for improvement and indication of how these will be monitored and measured.
  - 6.24.4.5 Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.
  - 6.24.4.6 Any extension of the probation period will not exceed one year.



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- 6.24.5 During the last month of the extended period, the Reporting Authority and the employee will meet formally to review progress. During the extension Probation period, the employee will not be eligible for any increments.
- 6.24.6 If the progress and performance/ conduct are satisfactory at the end of the extended period, the appointment should be confirmed
- 6.24.7 If the progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

**6.25 Terminating the appointment:**

- 6.25.1 Where an employee fails to achieve the expected standards of performance/ conduct, for their grade/ post, this shall result in the appointment being terminated, subject to notice or where appropriate, pay in lieu of notice.
- 6.25.2 At least five days prior to the final review meeting the employee will be informed in writing that the outcome of the review could be termination of the appointment.
- 6.25.3 At the review meeting or extended probationary review meeting, it is the responsibility of the HEIH to ensure that the necessary investigations have been carried out and the meeting is conducted fairly, in line with this procedure and to decide what action, if any is reasonable and necessary based on the facts.
- 6.25.4 If the appointment is not terminated the employee will be informed in writing as to the outcome of the meeting and any further action that will be taken.

**Note:** The **Reporting Authority** will be the individual nominated by the Joint secretary and the Principal to have supervisory responsibility over the employee on probation.

## 7. PAYMENT OF SALARY

- 7.1 Scale of pay, allowances, annual increments, and benefits including retrenchment benefits of the employees shall be recommended by the management from time to time.
- 7.2 Employees both teaching and non-teaching shall be paid their salaries through a bank transfer as prescribed by the management, from time to time.

## 8. PROVIDENT FUND, ESI, PROFESSIONAL TAX AND GRATUITY

- 8.1 Eligibility to the Employees Provident Fund shall be as per the Provident Fund Act and Rules in force from time to time.
- 8.2 Eligibility to the ESI shall be as per the ESI Act and Rules in force from time to time.
- 8.3 An employee shall pay Professional Tax as per the rules in force.





8.4 Eligibility to the Gratuity shall be as per the Gratuity Act and Rules in force from time to time.

## 9. INCREMENTS

9.1 An employee shall be entitled for an annual increment.

9.2 The management has a right to withhold the annual increment for any period to be specified as a form of penalty.

## 10. LEAVE FACILITIES

### 10.1 General Rules:

10.1.1 Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.

10.1.2 Leave cannot be claimed by any employee as a matter of right.

10.1.3 For purpose of Leave, Leave Year shall be reckoned from January 01 to December 31.

10.1.4 For purpose of Leave, Saturday will be reckoned as a full day.

10.1.5 Leave application shall be submitted in the prescribed form to the Head of the Institution for approval.

10.1.6 The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.

10.1.7 A record of all sanctioned leave shall be maintained in the Institution Office.

10.1.8 An employee is required to apply in writing for extension of any leave before it expires.

10.1.9 No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.

## 11. CASUAL LEAVE:

11.1 The permanent employee shall be entitled to 15 days casual leave in a calendar year.

11.2 An employee who is confirmed in between the calendar year shall be eligible for casual leave proportionate to the remaining period of the calendar year.

11.3 A maximum of 7 days casual leave may be availed at one time and shall not exceed 10 days including Sundays and holidays.

11.4 Casual leave may be suffixed or prefixed to Sundays or holidays, but cannot be combined with earned leave.

11.5 Dussehra and Christmas holidays are not considered as vacation and hence casual leave cannot be prefixed or suffixed to these holidays.

11.6 Probationary employees and Temporary employees shall be entitled for one day casual leave for every completed calendar month.



11.7 Un availed days of casual leave shall lapse as on 31<sup>st</sup> December.

## 12.EARNED LEAVE

- 12.1 The teaching staff shall be entitled to 10 days Earned Leave in a calendar year.
- 12.2 Heads of Institutions and the non-teaching staff considered to be non-vacation Staff, shall be entitled to 20 days earned leave in a calendar year.
- 12.3 Teaching staff may accumulate a maximum of 120 days of Earned Leave
- 12.4 Heads of institutions and non-teaching staff may accumulate a maximum of 180 days of earned leave.
- 12.5 There is absolutely no provision for the encashment of earned leave.
- 12.6 An Employee shall generally avail a maximum of 15 days earned leave at a time in a block period of three months. Under extreme circumstances, this rule may be relaxed depending on the exigency.

## 13.SPECIAL CASUAL LEAVE(On Duty Leaves)

- 13.1 Special Casual Leaves can be availed by an employee for attending conferences, seminars, workshops, symposia which are organized by academic bodies after the approval of Head of the Institution.
- 13.2 Special Casual Leaves can also be used for attending university board assignments, council, inspection etc. Accordingly employee has to submit the attendance certificate for the same.

## 14.MATERNITY LEAVE

- 14.1 Paid maternity leave is provided under the general provisions of the Maternity benefit Act
- 14.2 A woman employee is eligible to avail maternity leave on submission of medical certificate for a maximum of 180 days with full pay.
- 14.3 Expecting women must apply for maternity leave and provide 10 weeks notice before the expected date of delivery. This must be followed by sending an application to the HOI indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor's certificate confirming pregnancy must be provided.
- 14.4 Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 180 days, including 6 weeks after the birth of the child.
- 14.5 Maternity leave can be combined with any other leave.
- 14.6 Post completion of maternity leave as per the Act, the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff



must first avail the balance leave to credit, and the remaining period up-to and inclusive of the extended 3months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.

- 14.7 In the unfortunate event of a miscarriage, a period of up to 6weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate. The staff and practitioners required to inform the HOI so that the leave dates are updated on their Service Register.
- 14.8 No causal leave can be accrued for the period of maternity leave.
- 14.9 Maternity leave rules for the aided staff are as per the government rules.

### 15. Leave On Loss of Pay

- 15.1 Sundays and holidays cannot be prefixed or suffixed to leave on loss of pay
- 15.2 An employee has a provision to avail leave on loss of pay.
- 15.3 The increment of those who avail this facility shall be postponed for the number of days of LLP availed
- 15.4 Employee availing leave on loss of pay on medical grounds shall produce a medical certificate while availing the leave and a fitness certificate at the time of joining the duty.
- 15.5 The annual increment of the employee availing LLP on medical grounds shall continue as before.

### 16. Recall from Leave:

- 16.1 An employee who is on any type of leave other than maternity/Medical leave may be recalled to join duty if exigencies of an Institution demand.
- 16.2 The employee can avail of the balance leave subsequently.

### 17. Sanction of Leave

- 17.1 Leave cannot be claimed as a matter of right. Grant of any leave shall depend on the exigencies of the Institution and at the discretion of the Head of the Institution/ Management.
- 17.2 Casual leave of an employee shall be sanctioned by the head of the institution and C.L.of the head of the institution shall be sanctioned by the Joint Secretary.
- 17.3 Any other kind of leave of the employees shall be sanctioned by the Joint Secretary on the recommendations of the Head of the Institution.
- 17.4 Any other kind of leave of the head of the institution shall be sanctioned by the Joint Secretary



- 17.5 Leave for a period of more than three months shall be sanctioned by the Secretary of the CBE. The application for such leave shall be submitted well in advance through the head of the institution and the joint secretary with their recommendation.
- 17.6 Any employee desiring to leave the country either on leave or on holidays/vacation shall obtain the written permission of the management.
- 17.7 If an employee does not report to duty on the due date after the expiry of leave his/her absence from the due date shall be treated as unauthorized absence and disciplinary action shall be initiated.

## 18. WORKING HOURS

- 18.1 An employee shall be on duty in the Institution from Monday to Saturday
- 18.2 Every employee shall work 8 hours excluding lunch break from Monday to Friday.
- 18.3 Every employee shall work for 5 hours on Saturdays.
- 18.4 Working days and holidays will be as per the Institution calendar and the university calendar.
- 18.5 As and when required, an employee may be assigned any special duty even if it is to be done beyond the working hours in the interests of the Institution.

## 19. ATTENDANCE

- 19.1 Every employee shall be punctual in reaching the Institution.
- 19.2 On arrival every employee shall sign the attendance register and biometric attendance, mentioning the time of arrival. .
- 19.3 Every Employee shall sign the attendance register and biometric attendance while leaving the institution.
- 19.4 An employee not signing the attendance register is liable to be considered as absent from duty for that day.
- 19.5 An employee who reaches the institution 15 minutes later than the stipulated time shall not be allowed to mark the attendance unless permitted by the Head of the Institution.
- 19.6 For every three or part thereof late attendance in a month the employee shall forgo a day's leave or a day's salary in lieu of.
- 19.7 An employee found absent from place of work without permission from the Head of the Institution is liable to be considered as absent for that day.



## 20.MOVEMENT REGISTER

- 20.1 Employee going out of the Institution during the working hours for work connected with the Institution shall enter the name, date and time, place to be visited and purpose of the visit in the movement register.
- 20.2 The employee shall enter the time of the arrival on return.

## 21.APPRAISAL SYSTEM

- 21.1 Every employee shall participate in an annual performance appraisal and review process.
- 21.2 Every institution shall conduct an annual performance appraisal and prepare a confidential report in a proforma. The performance appraisal shall be conducted by a performance appraisal committee headed by the Head of the Institution, consisting of IQAC coordinator and heads of different streams as reporting managers.
- 21.3 The performance appraisal committee shall,
  - 21.3.1 Facilitate two way communication between Individual and organization
  - 21.3.2 Provide an annual action plan to describe the work expectation of every employee.
  - 21.3.3 Review the continuous progress of every employee.
  - 21.3.4 Provide the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and the individual.
  - 21.3.5 Discuss employee development and career with the view of identifying individual training need related to job opportunities and work performance, personal and career aspirations and organizational opportunities.
  - 21.3.6 Provide input for the Annual Training Programme
  - 21.3.7 Prepare report in respect of teaching and nonteaching staff based on performance review.
- 21.4 The Joint Secretary shall review the performance of the Head of the Institution and submit a report in a prescribed format to the CBE at least 15 days before the last day of the academic year.

## 22.REDRESSAL OF GRIEVANCE

- 22.1 If an employee has some grievances and complaints arising out of his/her employment the same may be submitted in writing to the immediate superior.





- 22.2 If the employee is not satisfied with the decision of his/her immediate Superior, he/she can represent the same to the next higher authority of the Institution viz. the Head of the Institution.
- 22.3 The same may be submitted in writing to the Joint Secretary CBE through proper channel.
- 22.4 The Joint Secretary shall provide a written acknowledgement to the complainant.
- 22.5 Even at this level if it is not redressed then it can be referred to the Secretary, CBE who will be the final authority.

## 23. TRANSFER:

Employees under the management of the Catholic Board of Education shall be transferred from one institution to another. Internal transfer gives employee an opportunity to widen their exposure and pursue professional growth and continue their association with the organization. It enables the association to deploy employees with right knowledge and skills and meet with critical talent exigencies to the areas where they can best contribute to achieve the man power planning and requisition of the Institution. This helps the employee to request for transfer for any open position to address their personal needs of any location transfer and role transfer.

23.1 Any movements within departments in the same location or across locations to same or different departments will be considered as Transfer. The duration of the transfer must exceed beyond six months

23.2 CBE aims to ensure smooth understanding of the transfer needs by the employee and the process of following transfers:

- 23.2.1 Institution initiated transfer
- 23.2.2 Employee Initiated Transfer

### 23.3 Institution Initiated transfer:

23.3.1 The CBE to share the open positions circular to all the offices under them for any internal transfer opportunity seeker.

23.3.2 In case of Institutions finding any relevant profile internally for the transfer to another institution under CBE, the Head of the Institution would discuss the opportunity with the employee.

23.3.3 After receiving the consent from the employee, HOI will inform CBE with the details of the transfer including date of transfer, new location, duration and new reporting structure to complete the transfer process.



### **Employee initiated transfer:**

- 23.3.4 In the employee-initiated request for transfer, the employee should have completed 24 months in the institution from the time of joining or from the date of last transfer, whichever is latest.
- 23.3.5 On account of completing the above requirement, employees would have to approach to their reporting authority and discuss about the open position or Opportunity. Upon receiving the written approval from the present HOI, the employee can forward the transfer request to CBE through proper channel.
- 23.3.6 Transfer from one institution to another should be completed in 60 days time. Additional approvals are required from the management level for any further delay in transfer by the current Joint Secretary with specified reasons. The HOI should be informed about the delay in transfer.
- 23.4 It is expected from an employee to hand over the duly completed exit clearance certificate or nor before the last working day of transfer to the Head of the Institution.

## **24.RESIGNATION**

- 24.1 A permanent employee desiring to resign shall submit the letter of resignation giving specific reasons. The notice period shall be three months or payment of three months' salary in lieu of in case of aided staff. However for management staffs the notice period shall of two months. The notice period shall not include the annual vacations.
- 24.2 The management reserves the right to accept or reject the resignation.
- 24.3 Resignation submitted in between the academic year shall not be accepted.
- 24.4 Leave if any to the credit of the employee shall not be adjusted against the notice period.
- 24.5 Employee shall clear all outstanding dues to the institution before getting relieved from the institution.
- 24.6 It will be the responsibility of their signing employee to ensure that the exit formalities are completed to facilitate timely final settlement. The exit interview will be conducted on the last working date or a day prior.

## **25.RETIREMENT**

All permanent employees including head of institutions shall retire on attaining the age of sixty or as per the prevailing Government rules.

## **26.CODE OF CONDUCT AND DISCIPLINE**

- 26.1 Employees of the Institution shall maintain high standard of conduct. They shall refrain from gossiping, loud talking or any other behavior that would interfere with other's work.



- 26.2 Employees shall always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipments according to the nature of their work shall wear them or use them only while on duty.
- 26.3 Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time.
- 26.4 Employees shall abide by the instructions communicated to them from time to time by their superiors or departmental heads. Every employee shall make himself or herself familiar with the day to day communications notice boards, official emails or any other approved mode of communication by the HEI.
- 26.5 Employees shall accept any work, normally falling under the category of employment assigned to them by the employer or HOI or the Departmental Head/ Superior, besides the main routine work allotted to the particular post held by them.
- 26.6 Any incident which is out of the ordinary or any emergency arising in the Institution when observed by the employee shall be immediately reported to their respective Superiors/ Management.
- 26.7 Employees using instruments, equipments and other appliances of the institution shall replace them in their proper places and every breakage and / or damage caused shall be reported immediately to their immediate Superior in the Institution.
- 26.8 Every employee shall take sufficient care of the property, materials, instruments, and equipment's, etc. of the Institution.
- 26.9 No articles of the institution shall be taken out from the premises of the Institution by an employee without the permission of the HOI.
- 26.10 Employees shall wear their identity cards while on duty.
- 26.11 No faculty shall make use of the cell phones during duty.
- 26.12 The faculty shall report for the duty at least 15 minutes before the commencement of the class and leave 30 minutes after the prescribed timings of the Institution. However 40 hours of workload per week shall be mandatory.
- 26.13 Employees shall not criticize the administration or the institution in the presence of the students, parents and general public.
- 26.14 The faculty, having their children studying in the same Institution, shall not expect any special privileges for their children nor demand such things from other faculty.
- 26.15 Giving private tuition is strictly prohibited.
- 26.16 No full-time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Institute.



- 26.17 Faculty shall maintain academic records, reports and documents related and connected with their profession as required and demanded by the HOI from time to time.
- 26.18 Faculty shall volunteer to undertake and shoulder additional work/responsibility when required by the Institution, even during holidays/vacation, without expecting any additional remuneration.
- 26.19 The non-teaching staff shall be present at least half an hour before the Institution opens and shall continue to work 30 minutes after the closing hour of the Institution.
- 26.20 The non-teaching staff apart from regular office work shall do any other work related to the Institution that may be assigned to them from time to time by the HOI.
- 26.21 The non-teaching staff are non-vacation staff who shall put in the same hours of work during vacation as on regular working days of the college.
- 26.22 Group D employees shall be present at least one hour before the commencement of Institution and leave the premises one hour after closing.
- 26.23 An employee shall not communicate directly or indirectly an official document or information to any other person.

## 27.MISDEMEANOUR

Without meaning to be exhaustive, the following acts of commission or omission may be treated as misdemeanor:

- 27.1 Discourtesy to outsiders
- 27.2 Habitual un-cleanliness
- 27.3 Careless work
- 27.4 Laziness and inefficiency
- 27.5 Negligence of duty
- 27.6 Non-observance of Departmental duty hours
- 27.7 Committing nuisance in the premises of the Institution
- 27.8 Unauthorized absence at the place of work
- 27.9 Quarreling with others within the premises of the Institution
- 27.10 Smoking, Consumption of Alcohol or chewing pan in the premises of the institution.
- 27.11 Excessive use of social media.
- 27.12 Viewing pornographic sites.

## 28.MISCONDUCT

Without meaning to be exhaustive, the following acts of commission or omission shall be considered as misconduct:

- 28.1 Insubordination or disobedience to the orders of the superior, whether individually or collectively
- 28.2 Calling for or joining a strike, either individually or collectively in contravention of provisions of the central or state legislation.



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- 28.3 Inciting other employees/students to go on strike in contravention of provisions of central or state legislation.
- 28.4 Distribution of any handbills, pamphlets, posters, or holding meetings etc., against the institution
- 28.5 Threatening, intimidating or abusing colleagues or superior.
- 28.6 Insubordination or delay in performance of duty or in carrying out orders of the Superiors.
- 28.7 Promotion of discontentment and disloyalty among the employees or students towards the Institution.
- 28.8 Canvassing for any political activities, while on duty or while in the premises of the Institution.
- 28.9 Posting on or removing from the notice board any material without the prior written sanction of the HOI.
- 28.10 Refusing to obey orders of transfer.
- 28.11 Refusing to acknowledge any communication from the Management.
- 28.12 Refusal to offer oneself for questioning by the Joint Secretary or by any other person in charge of the Institution in the absence of the Joint Secretary.
- 28.13 Refusal to sign any document forms or registers kept or maintained for the purpose of daily record of routine matters
- 28.14 Indulging in heated arguments with co-employees, visitors in the premises of the Institution.
- 28.15 Wrongful confinement of an officer or officers of the Institution in order to make him yield to demands or disputes.
- 28.16 Non-cooperation with co-employees in proper discharge of duties.
- 28.17 Writing or publishing any article affecting adversely the reputation of the Institution.
- 28.18 Theft, fraud or dishonesty in connection with the Institution's property.
- 28.19 Demanding, taking or giving bribes, tips, gifts or any illegal gratification.
- 28.20 Absence without authorized leave, overstaying sanctioned leave.
- 28.21 Habitual late attendance.
- 28.22 Habitual breach of rules, regulations or norms of the Departments or of Service Rules and Regulations of the Institution.
- 28.23 Carrying on business within the premises of the Institution.
- 28.24 Habitual negligence of duty.
- 28.25 Causing breakage or damage to the properties of the Institution.
- 28.26 Indiscipline or habitual breach of regulations regarding smoking, consumption of alcoholic drinks or drugs, and the use of abusive or obscene language.





- 28.27 Tampering with records, attendance registers, disclosing to any persons confidential matters, facts or figures about the Institution or its activities.
- 28.28 Any act of immorality within the premises of the Institution.
- 28.29 Violation of established safety practices on the premises of the Institution.
- 28.30 Fighting or quarreling inside the Institution.
- 28.31 Concealment of any facts which would have prevented an employee being employed initially.
- 28.32 Practice of casteism, communalism or inciting colleagues or students to offence.
- 28.33 Joining any organization which is considered to be anti national and anti-social by law
- 28.34 Giving private tuitions
- 28.35 Showing disrespect to the constitution of India

## 29. DISCIPLINARY PROCEDURE

When an employee violates the code of conduct the following disciplinary procedure will be followed by the management.

- 29.1 Any notice, order or communication shall be in English/Kannada
- 29.2 When an employee goes against the code of conduct, the head of the institution gives a written report about the same to the Jt. Secretary and basing on the written report Jt. Secretary will issue a memo to the concerned employee who shall give a written explanation to the Jt. Secretary within the prescribed period. If the head of the Institution has gone against the code of conduct, the Jt. Secretary issues a memo directly and calls for explanation within the prescribed period.
- 29.3 In the case of an unauthorized absentee employee, notice shall be sent to him/her by registered post with acknowledgement due to the address provided by the said employee at the time of joining service/to the address recorded by the employee in the institution.
- 29.4 If the explanation to the written memo is satisfactory, the matter is closed with a written order by the Jt. Secretary.
- 29.5 If the written explanation is not satisfactory, the Jt. Secretary shall issue a second memo seeking further explanation/clarification and if the Jt. Secretary is satisfied with the written reply, he shall close the matter with a written order
- 29.6 If the explanation to the Second memo is also found to be unsatisfactory, the Jt. Secretary will forward the whole file to the Secretary, CBE requesting him to take further action.
- 29.7 The Secretary, CBE on receiving the written report from the Jt. Secretary, will issue a show cause notice to the said employee asking him/her for a written explanation as to



- why disciplinary action cannot be initiated against him/her. And if the written explanation is satisfactory, the file may be closed with a written reply.
- 29.8 If the explanation is not satisfactory, the Secretary CBE will issue a charge sheet
- 29.9 An enquiry officer will be appointed by the management to conduct the domestic enquiry and opportunity will be given to the accused employee to defend himself/herself.
- 29.10 If the employee concerned fails to appear before the Enquiry Officer at the appointed time and place without showing sufficient cause for his absence to the satisfaction of the Enquiry officer, then the enquiry shall be held ex-parte
- 29.11 During the enquiry, the employee shall be permitted to produce witnesses in his/her defense, and cross examine any witness that may be examined in support of the charges.
- 29.12 If the accused employee requests in writing he/she may be permitted to take the assistance of only one of his/ her co-employee.
- 29.13 After the enquiry, the enquiry officer shall submit his report to the Secretary, CBE.
- 29.14 The accused employee shall get a copy of the findings from the Secretary, CBE and the accused shall give in writing his/her explanation to the Secretary, CBE.
- 29.15 The verdict shall be pronounced by the Governing Board CBE based on the report of the enquiry officer and the explanation given by the accused employee.
- 29.16 The secretary CBE shall communicate the same to the accused employee and implement the pronounced judgment.

### 30.SUSPENSION PENDING ENQUIRY

- 30.1 When an employee commits an offence and if continuation of the employee in service is found detrimental to the Institution, he/she may be suspended from duty by the Management, pending enquiry.
- 30.2 During the period of suspension an employee may be paid subsistence allowance equal to 50% of the salary last drawn for a period of 90 days.
- 30.3 If the disciplinary proceedings are not concluded within 90 days and are prolonged for reasons not attributable to the employee under suspension, subsistence allowance may be increased to 75% of the salary last drawn till the proceedings are concluded.
- 30.4 If the disciplinary proceedings are not completed within 90 days and are prolonged for the reasons attributable to the employee under suspension, the subsistence allowance may be reduced to 25% of the salary last drawn till the proceedings are concluded.
- 30.5 Where a suspended employee is exonerated after disciplinary proceedings or when any criminal prosecution ends with an honorable acquittal, full pay and allowances shall be



paid from the day of suspension after deducting the amount of subsistence allowance already paid to him/her.

### 31.PUNISHMENT

An employee found guilty of misconduct and/or misdemeanor after due enquiry may be awarded following punishments/penalties:

- 31.1 Warning/censure or recording of adverse remark in the service records or
- 31.2 Stoppage of increment; or
- 31.3 Fine or
- 31.4 Demotion to lower cadre; or
- 31.5 Dismissal/discharge/removal from service.

### 32.PREVENTION OF SEXUAL HARASSMENT

As an Institution, we strive to ensure that people who are part of the Institution and are our employees have the right to protection from Sexual Harassment at the workplace and enjoy the right to work with dignity. In this regard each institution under CBE shall have an Anti-Women Harassment Cell.

Further from UGC and also under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“Act”) and Rules, 2013 (“Rules”), it is mandatory for all the institutions to constitute an ‘**Internal Complaint Committee(ICC)**’ for the redressal of Sexual Harassment cases.

The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the workplace. The Institution has a ‘zero-tolerance’ approach to any instances of Sexual Harassment. Anyone who engages in this behavior is subject to formal punishment, including dismissal and may even result in prosecution.

32.1 “**Sexual Harassment**” shall mean and include the following, but is not limited only to the following:

- 32.1.1 When submission to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.
- 32.1.2 When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, objectionable SMS or MMS or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or



effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive Institution environment.

32.1.3 When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person

32.1.4 When any such conduct as defined above is committed by a third party or outsider in relation to an employee of the Institution, or vice versa on the premises of the Institution.

32.1.5 The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behaviour of sexual harassment, may amount to sexual harassment:

32.1.5.1 An implied or explicit promise of preferential treatment in employment.

32.1.5.2 An implied or explicit threat of detrimental treatment in employment.

32.1.5.3 An implied or explicit threat about the present or future employment status.

32.1.5.4 Interference with work or creating an intimidating or offensive or hostile work environment.

32.1.5.5 Humiliating treatment likely to affect the lady employee's health or safety.

32.2 **Scope:** The scope shall cover complaints by employees against other employee(s), by a subordinate against Superior, by a student against the Members of the faculty or non-teaching staff and by a student against a Fellow Student.

32.3 **Constitution of internal complaint committee to deal with sexual harassment:**

32.3.1 Every Institution shall constitute an internal complaint committee (ICC) according to POSH Act 2013 to deal with cases of sexual harassment.

32.3.2 The presiding officer shall be a woman employed at a senior level at workplace from amongst the employees and it consists of at least two members from amongst the employees (preferably committed to the cause of women or who have had experience in social work or have legal knowledge) and One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. The committee shall have at least 50% of the women of the total members nominated.

32.3.3 The term of the committee shall be for a period of two years and on expiry the Institution shall reconstitute the committee.

32.3.4 The names of the committee members along with their contact numbers and other details shall be displayed on the notice board of the Institution.



**32.4 Duties of the Committee:**

- 32.4.1 To organize regular workshops and training programs to staff, parents and students regarding prevention of sexual harassment.
- 32.4.2 To create awareness of sexual harassment and remedies available among the staff, students, parents and management.
- 32.4.3 To sensitize staff and students on issues of sexual harassment
- 32.4.4 To prevent cases of sexual harassment in the institution
- 32.4.5 To receive complaints related to sexual harassment
- 32.4.6 To conduct enquiries of complaints on sexual harassment
- 32.4.7 To prepare an annual report regarding cases of sexual harassment and action taken on them and submit it to the Joint Secretary

**32.5 Making a complaint:**

A complaint should normally be made within three months of the incident, but the time-period is kept flexible in cases where ICC members feel that such circumstances existed which prevented the filing of the complaint. The complaint has to be in writing, and the 'aggrieved woman' can seek the assistance of the ICC for the same. The POSH Act protects the contents of such applications, the identity and address of the aggrieved woman, respondent and witness from the public view (through the RTI Act). Information related to the proceedings of the ICC are also protected from public purview.

**32.6 Proceedings:**

The ICC may take steps towards conciliation (informal settlement between parties) at the request of the woman. Otherwise, it shall initiate an enquiry into such allegations. If a *prima facie* case of sexual harassment exists, the Committee shall submit its finding to the police station. On the completion of the report, it shall be submitted to the employer or the district officer.

The detailed proceedings include

- 32.6.1 An employee who is a victim of sexual harassment may lodge a written complaint with any of the members of the committee.
- 32.6.2 The complaint shall be treated confidentially at this stage.
- 32.6.3 On receipt of the complaint, the Member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee immediately
- 32.6.4 On receipt of the complaint the chairperson shall convene an emergency meeting of the committee



  
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32.6.5 The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version.

32.6.6 The committee may examine witnesses from both sides.

32.6.7 The complainant and the accused shall be given the opportunity to cross examine the witness.

32.6.8 Documents if any produced by the parties shall be taken on record.

32.6.9 The committee after completion of the investigation shall submit its report to the Management with its recommendations for further action in the matter.

**32.7 Relief during pendency of inquiry:**

An aggrieved woman, through a written letter, can ask the ICC for the following recommendations:

32.7.1 Transfer of the aggrieved woman or the respondent to any other workplace.

32.7.2 Granting leave to the aggrieved woman up to a period of three months. Such leave would be in addition to a leave she is otherwise entitled to.

**32.8 Protection against victimization:**

In the event complainant being an employee and the accused being his/her superior, during the pendency of investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as the superior of the complainant.

**32.9 Punishment if allegations are proved:**

An employer can punish an employee for indulging in an act of sexual harassment in the following ways:

32.9.1 In the event allegations made in the complaint are proved against the accused, it will be construed as proved misconduct and the competent authority shall impose the punishment as envisaged in the regulations on disciplinary process.

32.9.2 Action shall be initiated on the basis of the findings and recommendations of the committee and it may include a written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counselling session, or carrying out community service.

32.9.3 Deduction of compensation payable to the aggrieved woman from the wages of the respondent.



**32.10 Third party harassment:**

32.10.1 If the sexual harassment is by the third party or outsiders the committee shall actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety in the premises of the Institution.

32.10.2 The provisions of this Regulation shall not restrict the power of the Institution or complainant to proceed against the alleged offender in the court of Law.

**33.NOTIFICATION:**

Any matter required to be notified under these or other rules and regulations or any notice by the Management to the employees shall be displayed on the notice board and such matter or notices shall be deemed to have been communicated.

**34.CONCLUSION:**

This manual serves as a handbook for the effective governance and administration of Higher Educational Institutions. This helps to maintain uniformity in all HEI's under CBE. In respect of matters not specifically provided in these rules, the Governing body of the CBE shall be competent to issue such directions or orders as it may be considered appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.

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