



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 | 📧 info@spcputtur.ac.in | 📞 Office : 08251-230340 | 📞 Principal : 08251-236460 | 📞 9901380340

HANDBOOK FOR 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 has 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 interest 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 centre of excellence. A full-fledged centre of excellence is yet to be realized, but efforts towards this end have not ceased. Affiliated to Mangalore University and recognized by the UGC under 2(f) and 12B, the Institution does attempt to treat the primary stakeholders in six UG programmes and seven PG programmes to 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 the 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 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 recruitments are

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

3.2.2 Lateral Hires-Experienced professionals

3.3 The Joint Secretary shall, as and when vacancy arises, advertise the vacancy in a newspaper and in the Institution website calling for applications. The internal referrals by employees may also be considered.

3.4 All the received profiles through any sources would be screened by the Head of the Institution or an assigned faculty in charge and invite the shortlisted candidates for interview.

3.5 The interview for the shortlisted candidates may be held either at the local level or at the central level as decided by the Secretary, CBE.

3.6 Secretary, CBE shall constitute a selection committee, in consultation with the Joint Secretary, consisting of minimum five of the following members.

3.6.1 A member of the Governing Board of CBE

3.6.2 The Joint Secretary

3.6.3 The Head of the institution

3.6.4 The dean of the faculty

3.6.5 The Head of the department of the concerned subject

3.6.6 An expert in the subject

3.6.7 HR member or an assigned faculty member of the college

3.7 The Secretary of the CBE shall not be a member of the Selection Committee

3.8 Interview Process:

3.8.1 The thorough background check of the candidate shall be done based on the resume and also on the Social Media activity of the candidate.

3.8.2 The committee shall ensure that the candidate suits well with the vision and mission of the CBE and the respective institution.



- 3.8.3 HR or an assigned faculty member of the college would invite that shortlisted candidate.
- 3.8.4 A written test may be conducted as entry level test and the selected candidates will be sent for the face to face interview.
- 3.8.5 All the panel members have to record their feedback about the candidate in the Interview assessment sheet for the records.
- 3.8.6 HR or an assigned faculty member has to complete the reference check as per the reference check questionnaire template.
- 3.8.7 The Selection Committee shall submit the list of candidates interviewed in the order of merit to the Joint Secretary.
- 3.8.8 The joint Secretary with the managing committee of the institution shall select the qualified candidates for the post and send the list of the candidates to the Secretary of CBE for appointment.

4. APPOINTMENT

- 4.1 The selected candidates will be provided an offer letter before joining. They should accept the offer within the 7 days of the receipt of offer and revert with the confirmation of the joining date. The offer would automatically stands cancelled if no confirmation received from the candidate with the defined timeline.
- 4.2 The Secretary, CBE shall issue the letter of appointment with terms and conditions of service to the candidate at the time of joining.
- 4.3 The selected candidates shall produce a Medical Fitness Certificate from a Government Medical Practitioner before joining duty.
- 4.4 Joining formalities:
 - 4.4.1 Employee need to produce the original documents and the copies of those documents as mentioned in the offer letter to complete his/her joining formalities.
 - 4.4.2 The new employee will be provided with a joining kit by the Principal / Office Superintendent with all the forms as mentioned below:
 - 4.4.2.1 Joining Report
 - 4.4.2.2 Employee Information Form
 - 4.4.2.3 ID Card Form
 - 4.4.2.4 ESI Form 1 (ESI Declaration and Nomination Form) / PF Form 11 (PF Declaration Form) & PF Form 2 (PF Nomination Form) whichever is applicable.
 - 4.4.2.5 Confidentiality Agreement
 - 4.4.2.6 Any other Agreement standard for employees



- 4.4.3 The new employee should complete all the above mentioned forms and submit to Office Superintendent on the day of their joining the Institution.
- 4.4.4 New employee needs to submit the below mentioned documents mandatorily to complete their joining formalities:
- 4.4.4.1 Acceptance of Offer letter
 - 4.4.4.2 Educational Qualification documents
 - 4.4.4.3 Relieving letter, if any, from the previous institution
 - 4.4.4.4 Experience letter, if any, from all institution where he/she worked
 - 4.4.4.5 Photographs (3-5 depending upon the requirement)
 - 4.4.4.6 Permanent Address proof
 - 4.4.4.7 Present/communication address proof
 - 4.4.4.8 AADHAR and PAN Card copies
- 4.5 All employees are required to sign a confidentiality agreement upon acceptance of employment.
- 4.6 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.
- 4.7 There is no provision for considering voluntary services or honorary services of any qualified person as a teacher in the institutions under CBE.
- 4.8 The Joint Secretary shall ensure that no contribution or donation be collected in connection with any appointment.
- 4.9 CBE shall not compensate the travelling expenses to the candidate in travelling to and for the interview.
- 4.10 Two persons from the same family shall not be employed in the same institution.
- 4.11 In the event of marriage between employees of the same institution any one shall have to resign.
- 4.12 In case of new employee having prior service of more than two years in an equivalent cadre, 50% of his/her service may be considered.
- 5. RECRUITMENT AND APPOINTMENT OF STAFF(Aided)**
- 5.1 The CBE approaches the Joint Director for recruitment with proposal. Advertisement is published in newspaper as per Government norms.
- 5.2 All the eligible candidates will be shortlisted for the interview.
- 5.3 The interview panel consists of
- 5.3.1 The President of CBE or his nominee from among members of the governing body to be the chairperson of the selection committee.
 - 5.3.2 The Head of the Institution



- 5.3.3 Head of the department of the concerned subject
- 5.3.4 Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
- 5.3.5 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.
- 5.3.6 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.
- 5.4 The list of the selected candidates will be sent to Government for approval.
- 5.5 Joining formalities will remain the same as specified
- 5.6 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, extension of probation or termination of the probationary employees (both Teaching and Non-Teaching Staff).

- 6.1 Probationary Period for all Unaided (fulltime) 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, employee will be eligible for one leave per month.
- 6.5 Extension of probation periods**
- 6.5.1 Probation Period can be extended maximum for a period of up-to one year.
- 6.5.2 For further extension, management will review the case and use its own discretion.
- 6.5.3 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.
- 6.5.4 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, the level and time frame of the appointment of the employee.
- 6.5.5 In the first weeks of appointment the Reporting Authority will clarify 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.
- 6.5.6 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.
- 6.5.7 There shall be a minimum of two formal probation review / 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.
- 6.5.8 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.
- 6.5.9 As part of the review, head of the institute should:
- 6.5.10 Praise good performance and achievements
- 6.5.11 Review the attendance, including sickness absence.
- 6.5.12 Discuss the employee's performance to-date against the objectives set at induction.
- 6.5.13 Review training and development needs
- 6.5.14 Provide constructive feedback on progress
- 6.5.15 Explore problems that the employee has encountered in their role.
- 6.5.16 Provide guidance and support as required
- 6.5.17 Introduce/agree any changes to the objectives set.
- 6.5.18 Set next review meeting (if applicable).
- 6.6 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
- 6.7 Written documentation is crucial to the probationary employees, as it will provide every 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
- 6.8 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.
- 6.9 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.



- 6.10 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.
- 6.11 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.
- 6.12 **Dealing with unsatisfactory performance:**
- 6.12.1 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.
- 6.12.2 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.
- 6.12.3 The Reporting Authority shall meet formally with the employee to:
- 6.12.3.1 Discuss any problems identified.
- 6.12.3.2 Explain what aspect of the work/conduct is not considered satisfactory.
- 6.12.3.3 Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those achieved.
- 6.12.3.4 What remedial guidance and training will be provided;
- 6.12.3.5 Give clear early warnings of what may happen if required standards are not met.
- 6.12.3.6 Give unambiguous indication of any necessary improvements.
- 6.12.3.7 Agree a course of remedial action and timescales.
- 6.12.3.8 Record the outcome of the meeting in writing and give a copy to the Employee.
- 6.12.3.9 If the required standards are not met the disciplinary procedure may be invoked.

6.13 **Extension of probation period**

- 6.13.1 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:
- 6.13.2 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.
- 6.13.3 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.

6.13.4 Where the probation is extended, the following must be discussed between the HEIH and employee:

6.13.4.1 Reasons for the extension.

6.13.4.2 Length of the extension period.

6.13.4.3 Assistance/ training that will be given during the period of extension.

6.13.4.4 Areas for improvement and indication of how these will be monitored and measured.

6.13.4.5 Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.

6.13.4.6 Any extension of the probation period will not exceed one year.

6.13.5 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.

6.13.6 If the progress and performance/ conduct are satisfactory at the end of the extended period, the appointment should be confirmed

6.13.7 If the progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

6.14 Terminating the appointment:

6.14.1 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.

6.14.2 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.

6.14.3 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.

6.14.4 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 the salaries through 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. STAFF MEETINGS

- 10.1 Routine staff meetings are convened and conducted by the Head of the institution.
- 10.2 As and when necessary, the Joint Secretary shall direct the Head of the Institution to convene a staff meeting to discuss HEI affairs with a definite agenda.
- 10.3 Minutes of the meeting and attendance records shall be maintained by HOI.

11. LEAVE FACILITIES

11.1 General Rules:

- 11.1.1 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.
- 11.1.2 Leave cannot be claimed by any employee as a matter of right.
- 11.1.3 For purpose of Leave, Leave Year shall be reckoned from January 01 to December 31.
- 11.1.4 For purpose of Leave, Saturday will be reckoned as a full day.
- 11.1.5 Leave application shall be submitted in the prescribed form to the Head of the Institution for approval.
- 11.1.6 The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- 11.1.7 A record of all sanctioned leave shall be maintained in the Institution Office.
- 11.1.8 An employee is required to apply in writing for extension of any leave before it expires.



11.1.9 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.

12. CASUAL LEAVE:

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

12.2 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.

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

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

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

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

12.7 Un availed days of casual leave shall lapse as on 31st December.

13. EARNED LEAVE

13.1 The teaching staff shall be entitled to 10 days Earned Leave in a calendar year.

13.2 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.

13.3 Teaching staff may accumulate a maximum of 120 days of Earned Leave

13.4 Heads of institutions and non-teaching staff may accumulate a maximum of 180 days of earned leave.

13.5 There is absolutely no provision for the encashment of earned leave.

13.6 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.

14. SPECIAL CASUAL LEAVE(On Duty Leaves)

14.1 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.

14.2 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.



15. MATERNITY LEAVE

15.1 Paid maternity leave is provided under the general provisions of the Maternity benefit Act

15.2 A woman employee is eligible to avail maternity leave on submission of medical certificate for a maximum of 180 days with full pay.

15.3 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.

15.4 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.

15.5 Maternity leave can be combined with any other leave.

15.6 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 3 months 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.

15.7 In the unfortunate event of a miscarriage, a period of up to 6 weeks 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.

15.8 No causal leave can be accrued for the period of maternity leave.

15.9 Maternity leave rules for the aided staff are as per the government rules.

16. Leave On Loss of Pay

16.1 Sundays and holidays cannot be prefixed or suffixed to leave on loss of pay

16.2 An employee has a provision to avail leave on loss of pay.

16.3 The increment of those who avail this facility shall be postponed for the number of days of LLP availed

16.4 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.

16.5 The annual increment of the employee availing LLP on medical grounds shall continue as before.



17. Leave for Higher Studies:

- 17.1 A permanent employee wishing to pursue higher studies may apply for study leave specifying the period of leave required, which may be considered by the Management.
- 17.2 Such leave may be sanctioned without pay.
- 17.3 The employee availing Study Leave must produce a study certificate for the period of leave by a competent authority before re-joining duty

18. Recall from Leave:

- 18.1 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.
- 18.2 The employee can avail of the balance leave subsequently.

19. Sanction of Leave

- 19.1 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.
- 19.2 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.
- 19.3 Any other kind of leave of the employees shall be sanctioned by the Joint Secretary on the recommendations of the Head of the Institution.
- 19.4 Any other kind of leave of the head of the institution shall be sanctioned by the Joint Secretary
- 19.5 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.
- 19.6 Any employee desiring to leave the country either on leave or on holidays/vacation shall obtain the written permission of the management.
- 19.7 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.

20. WORKING HOURS

- 20.1 An employee shall be on duty in the Institution from Monday to Saturday
- 20.2 Every employee shall work 8 hours excluding lunch break from Monday to Friday.
- 20.3 Every employee shall work for 5 hours on Saturdays.
- 20.4 Working days and holidays will be as per the Institution calendar and the university calendar.



20.5 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.

21. ATTENDANCE

- 21.1 Every employee shall be punctual in reaching the Institution.
- 21.2 On arrival every employee shall sign the attendance register and biometric attendance, mentioning the time of arrival. .
- 21.3 Every Employee shall sign the attendance register and biometric attendance while leaving the institution.
- 21.4 An employee not signing the attendance register is liable to be considered as absent from duty for that day.
- 21.5 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.
- 21.6 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.
- 21.7 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.

22. MOVEMENT REGISTER

- 22.1 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.
- 22.2 The employee shall enter the time of the arrival on return.

23. APPRAISAL SYSTEM

- 23.1 Every employee shall participate in an annual performance appraisal and review process.
- 23.2 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.
- 23.3 The performance appraisal committee shall,
 - 23.3.1 Facilitate two way communication between Individual and organization
 - 23.3.2 Provide an annual action plan to describe the work expectation of every employee.
 - 23.3.3 Review the continuous progress of every employee.
 - 23.3.4 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.



- 23.3.5 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.
- 23.3.6 Provide input for the Annual Training Programme
- 23.3.7 Prepare report in respect of teaching and nonteaching staff based on performance review.
- 23.4 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.
- 23.5 The IQAC shall review the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals.

24. RESEARCH POLICY

Status of educational Institution is highly dependent upon research productivity and innovations. The success of institution in reaching its goal is greatly reliant upon involvement of the faculty with all the aspects of research initiatives. Hence, the CBE aims to help all its faculty members, researchers and students to attain distinction and contribute to the Institution and society.

- 24.1 Each Higher Educational Institution under CBE shall have a Research Expert Committee comprising of senior professors to
 - 24.1.1 Advise the faculty members and researchers on research related issues in general practice.
 - 24.1.2 Monitor research activities in the institutions.
 - 24.1.3 Identify research priorities and initiate programmes.
 - 24.1.4 Seek research grants and promote focused research
 - 24.1.5 Foster new collaborations and strengthen existing ones.
 - 24.1.6 Disseminate research findings in high impact publications.
 - 24.1.7 Provide logistics for researchers to implement ideas.
 - 24.1.8 Foster research orientation in students and faculty in basic and applied areas in all disciplines.
- 24.2 The researchers are free to choose the subject of their research, to get the financial support from many funding agencies for their research work, and to report their findings and conclusions. However, the research proposals, results and reports are available for scrutiny to the research expert committee of the respective institution and peer reviewers.

- 24.3 The techniques, methodologies used by the faculty, researcher shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal right so human beings or to the infliction of injury or pain on animals.
- 24.4 All faculty members, researchers and students undertaking research are bound by code of research ethics in terms of Academic honesty, Integrity, Carefulness, Intellectual Property, Confidentiality, Social responsibility, Competence, Legality, Animal care etc.
- 24.5 The Higher Educational Institutions shall create favorable environment for research activities. Due to limited resources, the CBE may not support fully all research activities, but shall allocate the space, facilities, partial funding, and other resources for research programmes based on the merits of proposal. It shall also provide development opportunities to faculty and researchers for writing research proposals for funding and reports, publications, patent filing, etc.
- 24.6 Faculty members can submit Major Research Project proposal to different funding agencies. These proposals will be scrutinized by the research expert committee before submitting the same to a funding agency. After getting the approval from the committee, the faculty can submit the same to funding agency. The institution provides all kinds of infrastructure facilities available to take up the sanctioned project.
- 24.7 The management has mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency. At the same time the progress of the project should be submitted to the research expert committee on half yearly basis.
- 24.8 The research expert committee of the respective Institution shall organize ongoing training programmes for researchers in the identified areas.
- 24.9 Each institution shall be encouraged to publish a quality research journal and organize conferences, from time to time to boost research activities in the institute and to contribute to the existing body of knowledge.
- 24.10 The CBE would like to strengthen the research, leading to filing of patents. If any innovation is done, the board shall encourage the researchers and scholars to patent it. It shall be in accordance with IPR policy of the Institution. The institution shall be expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the institution as per the guideline developed from time to time. The Institutions shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.



- 24.11 The research expert committee shall sensitize faculty, students and research staff regarding plagiarism.
- 24.12 The Institutions shall support the faculty members, researchers and students for the presentation of their research papers in conferences in terms of registration fee and travel allowances as per the discretion of the management.
- 24.13 CBE encourages the faculty members for getting grants from external funding agencies like DST, ICSSR, AICTE, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO etc. or any other research organizations and also for the publication of books and for patented research.

25. INTELLECTUAL PROPERTY POLICY

- 25.1 Intellectual Property (IP): All outputs of creative endeavor in any field at the Institution for which legal rights may be obtained or enforced pursuant to the law. IP may include
- 25.1.1 Literary works, including publications in respect of Research results, and associated materials, including drafts, data sets, and laboratory notebooks;
- 25.1.2 Teaching and learning materials;
- 25.1.3 Other original literacy, dramatic, musical or artistic works, sound recordings, films, broadcasts, and typographical arrangements, multimedia works, photographs, drawings, and other works created with the aid of Institution resources or facilities;
- 25.1.4 Databases, tables or compilations, computer software, preparatory design material for a computer program, firmware, and related material;
- 25.1.5 Patentable and non-patentable technical information;
- 25.1.6 Designs including layout designs (topographies) of integrated circuits;
- 25.1.7 Plant varieties and related information;
- 25.1.8 Trade secrets;
- 25.1.9 Any other Institution-commissioned works not included above.
- 25.2 Intellectual Property Rights (IPRs) are the proprietary rights that may be granted for an invention, mark, design, plant variety, or other types of IP, should the statutory requirements for protection be met to result in a patent, trademark, registered design, or plant breeders' right, respectively.
- 25.3 This property applies to all IP generated at the Institution, in particular by Staff Members, Students and Researchers who participate in a Research Project or produce Scholarly works. Rights and obligations under this policy shall survive any termination of employment, enrolment or Appointment at the Institution.
- 25.4 The Institution shall establish an IP Committee (IPC) to oversee the implementation and evolution of this policy and to assist the Institution in managing and commercializing



- its IP in a form that will most effectively promote its development and use for economic and social benefits.
- 25.5 The IP Committee shall consist of management, representatives from each department and chaired by the management or the Head of the Institution.
- 25.6 The IP Committee is the ultimate decision making body in the determination of IP management and Commercialization strategy for a particular IP.
- 25.7 The IP Committee shall establish regular meetings.
- 25.8 The Institution owns all IP created by a Staff Member in the course and scope of his/her employment; or making substantial use of the Institution's resources.
- 25.9 It is the responsibility of each staff member that holds honorary or other academic or research appointment at another institution(Host Institution) to bring to the attention of the Host Institution, including IPC, his/her obligations in terms of this policy, prior to the tenure at the Host Institution. To the extent that the Host Institution's IP policy makes a claim on IP created by the staff member pursuant to such appointment, the staff member shall ensure that the host institution negotiates suitable IP arrangements with the Institution.
- 25.10 In case of IP generated by students, the student must submit his/her final thesis or dissertation to the Institutional repository. The Student must grant a royalty-free license to the Institution to reproduce his/her thesis or dissertation and distribute copies thereof to the public.
- 25.11 IP emanating from a student's Research Project shall be owned by the Institution if the IP is created by making substantial use of the Institution's resources and there is no reimbursement agreement concluded between the Institution and the Student or if the Research carried out by the student forms a part of the Institution's research projects.
- 25.12 The institution will own the IP in course materials created by a staff member with the exclusion of course material that is created from or for Open Educational Resources.
- 25.13 The Institution grants the creators of Course materials a royalty-free, non-exclusive license to use the course materials created by them for teaching and research purposes at the Institution. With the express prior written permission of the Institution, such license may be utilized for commercial purposes outside the Institution.
- 25.14 The Institution recognizes and endorses the rights of staff members, students and researchers to publish their scholarly works, provided that the scholarly work which may disclose any possible Institutional IP shall first be cleared by IPC after having an opportunity to protect such Institutional IP .



- 25.15 Staff members, Students, and researchers should endeavor to obtain publishers' permission to include published scholarly works in the Institutional repository.
- 25.16 Staff members, Students and Researchers shall grant the Institution a non-exclusive, royalty-free license to use their Scholarly works for the Institution's Research and teaching purposes.
- 25.17 The Institution encourages and supports the right of creators to decide if and when to publish their research results. In conjunction with this, creators should be aware that premature public disclosure may result in loss of IP protection rights. Therefore they are strongly encouraged to make all reasonable efforts to identify any protectable IP as early as possible and shall consult IPC before making any public disclosure of potential Institution IP or exercising their academic freedom rights.
- 25.18 The Institution may designate certain confidential information as a trade secret, owned by the Institution. In that event, all Creators will be obligated to maintain the secrecy of the trade secret and follow the direction for managing the trade secret by IPC.
- 25.19 Institution IP forms a part of the Public domain if a Research contract provides that the research results be placed into public domain or if staff members or researchers use OERs or resources licensed through open source and the licensing conditions, requires the release of derivatives into the public domain.
- 25.20 The Institution will release IP into public domain in the following circumstances.
- 25.20.1 Where it is deemed to be in the public interest
- 25.20.2 If the IP has low commercial or other development potential and low prospects of fostering the development of new products or services
- 25.20.3 If deemed necessary by the Institution
- 25.21 Staff members, Students and Researchers shall not have the right to enter into a Research contract with external parties on behalf of the Institution unless they are authorized to do so by an official representative of the institution.
- 25.22 All research contracts must be executed and performed in compliance with the research policy of the institution.
- 25.23 Persons acting for and on behalf of the Institution shall exercise all due diligence and consult IPC when negotiating and signing contracts that may affect the Institution's IPRs.
- 25.24 Research contracts shall comply with any applicable law and/or Government regulations and/or rules, which may be applicable to research undertaken by the Institution, in particular, as far as it relates to ownership of IP resulting from such research. The appropriate legal representative of the Institution will be consulted in this respect before signature of any Research Contract.



- 25.25 Proposed Research Contract and other legal statements concerning the Institution's IPRs shall comply with the provisions of this policy. Any variance from this policy must be approved by the Management.
- 25.26 Before signing, the full copy of the proposed research contract and other legal statements concerning the Institution's IPRs shall be submitted to IPMO for advice and approval by the management.
- 25.27 A research contract must be executed in writing and signed by the Institution and the external party(parties)/sponsors prior to the commencement of any research project and, as appropriate and without limitation, must contain terms relating to ownership, management, and use of IP arising from the research project as well as any background IP.
- 25.28 All Background IP of the Institution and the external party (parties)/sponsors must be properly recorded and declared prior to the commencement of a research contract. Use of such IP requires express written permission.
- 25.29 In instances where the Institution IP is licensed exclusively or assigned as part of the Research contract, all efforts should be made to secure royalty-free license for the use of IP for on-going research and teaching purposes.
- 25.30 Creators shall keep appropriate records of their research in accordance with the Institution's applicable policy procedures and make reasonable efforts to ensure that only those individuals within the Institution who have a need to have access to such records for the performance of their duties are granted such access.
- 25.31 Where a creator identifies potential IP resulting from his/her research , they shall promptly disclose such potential IP to IPMO through an IP disclosure form.
- 25.32 The institution will actively, through its IPC, promote, source and/or facilitate collaborative arrangements with industry partners to secure funding for further research of the creators/enablers.
- 25.33 IPC shall maintain records of the Institution's IP in an appropriate form and in sufficient detail. It shall monitor the deadlines for the payment of obligations related to the maintenance or annuity fees of protected IP, and shall, within a reasonable time, inform the person or department designated to make such payments.
- 25.34 IPC shall maintain income/expense accounting records on each IP so that revenue sharing allocations can be calculated.
- 25.35 Staff members' and researchers' primary commitment of time and intellectual contributions should be to the education, research and academic



Programs of the Institution. They should avoid situations where external interests could significantly and negatively affect their work ethic and research integrity.

It is the responsibility of all staff members and Researchers to ensure that their agreements with external parties do not conflict with their duties and responsibilities in terms of policy. This provision shall apply particular to private consultancy, and other research service agreements concluded with external parties. Each individual should make his/her duties and responsibilities clear to those with whom such agreements may be made and should ensure that they are provided with a copy of this policy

26. REDRESSAL OF GRIEVANCE

26.1 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.

26.2 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.

26.3 The same may be submitted in writing to the Joint Secretary CBE through proper channel.

26.4 The Joint Secretary shall provide a written acknowledgement to the complainant.

26.5 Even at this level if it is not redressed then it can be referred to the Secretary, CBE who will be the final authority.

27. 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.

27.1 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

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

27.2.1 Institution initiated transfer

27.2.2 Employee Initiated Transfer



27.3 Institution Initiated transfer:

- 27.3.1 The CBE to share the open positions circular to all the offices under them for any internal transfer opportunity seeker.
- 27.3.2 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.
- 27.3.3 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.

27.4 Employee initiated transfer:

- 27.4.1 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.
- 27.4.2 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.
- 27.4.3 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.
- 27.5 It is expected from an employee to handover the duly completed exit clearance certificate on or before the last working day of transfer to the Head of the Institution.

28. RESIGNATION

- 28.1 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.
- 28.2 The management reserves the right to accept or reject the resignation.
- 28.3 Resignation submitted in between the academic year shall not be accepted.
- 28.4 Leave if any to the credit of the employee shall not be adjusted against the notice period.
- 28.5 Employee shall clear all outstanding dues to the institution before getting relieved from the institution.



28.6 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.

29. RETIREMENT

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

30. CODE OF CONDUCT AND DISCIPLINE

- 30.1 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.
- 30.2 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.
- 30.3 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.
- 30.4 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.
- 30.5 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.
- 30.6 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.
- 30.7 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.
- 30.8 Every employee shall take sufficient care of the property, materials, instruments, and equipments, etc. of the Institution.
- 30.9 No articles of the institution shall be taken out from the premises of the Institution by an employee without the permission of the HOI.
- 30.10 Employees shall wear their identity cards while on duty.



- 30.11 No faculty shall make use of the cell phones during the class hours and while on the examination duty.
- 30.12 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.
- 30.13 The faculty shall write their work diary daily and submit the same to the HOI for scrutiny and approval at the end of every month. The work diary shall include the distribution of 40 hours workload per week.
- 30.14 Infliction of corporal punishment of any kind on any student is prohibited
- 30.15 During the working hours a faculty shall not send students out of the class nor make them stand outside the classroom by way of punishment.
- 30.16 The employee shall never ridicule a student or use foul language.
- 30.17 The faculty shall make use of the library as often as possible and also motivate the students to develop reading skills. Also keeping on par with the modern times, the faculty shall inspire the students to utilize the e-resources.
- 30.18 The faculty shall ensure discipline and better performance from the students by being firm and using positive reinforcement.
- 30.19 The faculty shall be impartial and objective in all matters.
- 30.20 The faculty shall mentor the students to enable healthy growth and holistic development.
- 30.21 The faculty shall never accept any gift or seek favors from students or their parents.
- 30.22 There shall not be any celebration of life events like anniversaries and birthdays in the class rooms.
- 30.23 The employees shall avoid physical touch with any students especially with girl students.
- 30.24 The faculty shall not criticize or comment on another faculty in the presence of students or their parents.
- 30.25 Employees shall not criticize the administration or the institution in the presence of the students, parents and general public.
- 30.26 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.
- 30.27 Giving private tuition is strictly prohibited.
- 30.28 No full time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Institute.
- 30.29 The class teacher / mentor shall sign the leave note of the students on the dairy/calendar when the students come back from leave. If a student remains absent continuously for three



or more days without information, the fact shall be brought to the notice of the Head of the Institution.

- 30.30 If the student is sick during the class hours, it shall be brought to the notice of the Head of the Institution personally and medical assistance shall be provided immediately to the extent possible to the concerned student. Parents of such students shall be informed thereafter. Students suffering from contagious disease shall be discouraged from attending the classes till they fully recover.
- 30.31 Faculty shall supervise personal cleanliness and hygiene of the students.
- 30.32 Faculty shall educate the students to maintain the classroom and surroundings neat and clean and also to keep the furniture of the classroom in order.
- 30.33 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.
- 30.34 Faculty shall volunteer to undertake and shoulder additional work/responsibility when required by the Institution, even during holidays/vacation, without expecting any additional remuneration.
- 30.35 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.
- 30.36 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.
- 30.37 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.
- 30.38 Group D employees shall be present at least one hour before the commencement of Institution and leave the premises one hour after closing.
- 30.39 An employee shall not communicate directly or indirectly an official document or information to any other person.

31. MISDEMEANOUR

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

- 31.1 Discourtesy to outsiders
- 31.1 Habitual un-cleanliness
- 31.1 Careless work
- 31.1 Laziness and inefficiency
- 31.1 Negligence of duty
- 31.1 Non-observance of Departmental duty hours
- 31.1 Committing nuisance in the premises of the Institution



31.1 Unauthorized absence at the place of work

31.1 Quarreling with others within the premises of the Institution

31.1 Smoking, Consumption of Alcohol or chewing pan in the premises of the institution.

31.1 Excessive use of social media.

31.1 Viewing pornographic sites.

32. MISCONDUCT

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

32.1 Insubordination or disobedience to the orders of the superior, whether individually or collectively

32.2 Calling for or joining a strike, either individually or collectively in contravention of provisions of the central or state legislation.

32.3 Inciting other employees/students to go on strike in contravention of provisions of central or state legislation.

32.4 Distribution of any handbills, pamphlets, posters, or holding meetings etc., against the institution

32.5 Threatening, intimidating or abusing colleagues or superior.

32.6 Insubordination or delay in performance of duty or in carrying out orders of the Superiors.

32.7 Promotion of discontentment and disloyalty among the employees or students towards the Institution.

32.8 Canvassing for any political activities, while on duty or while in the premises of the Institution.

32.9 Posting on or removing from the notice board any material without the prior written sanction of the HOI.

32.10 Refusing to obey orders of transfer.

32.11 Refusing to acknowledge any communication from the Management.

32.12 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.

32.13 Refusal to sign any document forms or registers kept or maintained for the purpose of daily record of routine matters

32.14 Indulging in heated arguments with co-employees, visitors in the premises of the Institution.

32.15 Wrongful confinement of an officer or officers of the Institution in order to make him yield to demands or disputes.

32.16 Non-cooperation with co-employees in proper discharge of duties.

32.17 Writing or publishing any article affecting adversely the reputation of the Institution.



- 32.18 Theft, fraud or dishonesty in connection with the Institution's property.
- 32.19 Demanding, taking or giving bribes, tips, gifts or any illegal gratification.
- 32.20 Absence without authorized leave, overstaying sanctioned leave.
- 32.21 Habitual late attendance.
- 32.22 Habitual breach of rules, regulations or norms of the Departments or of Service Rules and Regulations of the Institution.
- 32.23 Carrying on business within the premises of the Institution.
- 32.24 Habitual negligence of duty.
- 32.25 Causing breakage or damage to the properties of the Institution.
- 32.26 Indiscipline or habitual breach of regulations regarding smoking, consumption of alcoholic drinks or drugs, and the use of abusive or obscene language.
- 32.27 Tampering with records, attendance registers, disclosing to any persons confidential matters, facts or figures about the Institution or its activities.
- 32.28 Any act of immorality within the premises of the Institution.
- 32.29 Violation of established safety practices on the premises of the Institution.
- 32.30 Fighting or quarreling inside the Institution.
- 32.31 Concealment of any facts which would have prevented an employee being employed initially.
- 32.32 Practice of casteism, communalism or inciting colleagues or students to offence.
- 32.33 Joining any organization which is considered to be anti national and anti-social by law
- 32.34 Giving private tuitions
- 32.35 Showing disrespect to the constitution of India

33. DISCIPLINARY PROCEDURE

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

- 33.1 Any notice, order or communication shall be in English/Kannada
- 33.2 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.
- 33.3 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.



- 33.4 If the explanation to the written memo is satisfactory, the matter is closed with a written order by the Jt.Secretary.
- 33.5 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
- 33.6 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.
- 33.7 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.
- 33.8 If the explanation is not satisfactory, the Secretary CBE will issue a charge sheet
- 33.9 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.
- 33.10 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
- 33.11 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.
- 33.12 If the accused employee requests in writing he/she may be permitted to take the assistance of only one of his/ her co-employee.
- 33.13 After the enquiry, the enquiry officer shall submit his report to the Secretary, CBE.
- 33.14 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.
- 33.15 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.
- 33.16 The secretary CBE shall communicate the same to the accused employee and implement the pronounced judgment.
- 34. SUSPENSION PENDING ENQUIRY**
- 34.1 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.
- 34.2 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.



- 34.3 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.
- 34.4 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.
- 34.5 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.

35. PUNISHMENT

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

- 35.1 Warning/censure or recording of adverse remark in the service records or
- 35.2 Stoppage of increment; or
- 35.3 Fine or
- 35.4 Demotion to lower cadre; or
- 35.5 Dismissal/discharge/removal from service.

36. 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.



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

36.1.1 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.

36.1.2 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.

36.1.3 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

36.1.4 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.

36.1.5 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:

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

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

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

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

36.1.5.5 Humiliating treatment likely to affect the lady employee’s health or safety.

36.2 **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.

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

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

36.3.2 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.

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

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

36.4 Duties of the Committee:

36.4.1 To organize regular workshops and training programs to staff, parents and students regarding prevention of sexual harassment.

36.4.2 To create awareness of sexual harassment and remedies available among the staff, students, parents and management.

36.4.3 To sensitize staff and students on issues of sexual harassment

36.4.4 To prevent cases of sexual harassment in the institution

36.4.5 To receive complaints related to sexual harassment

36.4.6 To conduct enquiries of complaints on sexual harassment

36.4.7 To prepare an annual report regarding cases of sexual harassment and action taken on them and submit it to the Joint Secretary

36.5 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.

36.6 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

36.6.1 An employee who is a victim of sexual harassment may lodge a written complaint with any of the members of the committee.

36.6.2 The complaint shall be treated confidentially at this stage.



- 36.6.3 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
- 36.6.4 On receipt of the complaint the chairperson shall convene an emergency meeting of the committee
- 36.6.5 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.
- 36.6.6 The committee may examine witnesses from both sides.
- 36.6.7 The complainant and the accused shall be given the opportunity to cross examine the witness.
- 36.6.8 Documents if any produced by the parties shall be taken on record.
- 36.6.9 The committee after completion of the investigation shall submit its report to the Management with its recommendations for further action in the matter.

36.7 Relief during pendency of inquiry:

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

- 36.7.1 Transfer of the aggrieved woman or the respondent to any other workplace.
- 36.7.2 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.

36.8 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.

36.9 Punishment if allegations are proved:

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

- 36.9.1 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.
- 36.9.2 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.



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

36.10 Third party harassment:

36.10.1 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.

36.10.2 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.

37. 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.

38. 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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PHILONAGAR, DARBE, PUTTUR - 574 202

