

*St. Edmund's College*  
*Shillong, Meghalaya*



*Service Rules for*  
*Private Post Teachers*

*Current as on: 1st April 2022*

A Christian Brother Institute  
India

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## Introduction

The Congregation of Christian Brothers derives its specific mission from the Catholic Church to evangelize Christian youth through the apostolate of Christian education. It is for this purpose primarily that a Christian Brother Educational Institutions exists.

The Congregation was founded in Ireland in 1802 for the Christian education of the depressed Catholic Youth of that time, so that their main thrust from the beginning was the evangelization of Catholic children, especially the poor and underprivileged, and their general education so as to instil in them a sense of their true dignity and to enable them to take their place in society as useful members of the community.

Today the Brothers conduct Educational Institutions in various parts of the world. The primary concern of the Congregation has always been the provision of general and religious education to Catholic youth. However, its institutions are open to pupils of all denominations as far as these can be accommodated when the needs of Catholic children have been provided for.

In India, the members of the Congregation have formed Societies, registered under the Societies Registration Act XXI of 1860 and other State Society Acts. In keeping with the founding charism of Blessed Edmund Rice and to advance the vision of the Congregation of Christian Brothers, within the particular context, these Societies establish, own, manage and administer educational institutions in many states of India that fall under the category of Religious Minority Institutions as defined by the Constitution of India, primarily for the benefit of Christian students.

The Constitution and Rules that are applicable in these educational institutions have been approved by the Governing Council of the Congregation. The Governing Council reserves the right to modify, amend, and change any of the Constitutions and Rules and will notify the concerned stake holders of the same.

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## **Blessed Edmund Ignatius Rice**

### **Founder of the Christian Brothers**

#### **(1762-1844)**

Blessed Edmund Ignatius Rice was born on the 1st June 1762. He was born in Callan, Ireland at a time of great troubles. England totally dominated the land and people of Ireland. The laws of the time made it particularly difficult, even dangerous for people to practice their Catholic faith, to own land or even receive an education.

As a teenager Edmund worked for his uncle in fitting out ships with food for their long journeys. He inherited the business from his uncle when he died. Against all the odds, Edmund succeeded in making a good living and ran a profitable business.

In his mid twenties and at the top of his profession, Edmund married his wife, Mary.

Tragedy struck when Edmund's wife died giving birth to their first child after little more than a year of marriage. Edmund's whole world collapsed. Grief-stricken, he hardly knew where to turn. This loss burnt deeply into his being, profoundly affecting his outlook.

Edmund's newly-born daughter, named Mary after her mother, was a sickly child. Edmund devoted himself to caring for her.

After the death of his wife, Edmund turned increasingly to God. He read the Bible frequently, seeking insights about the direction his life would now take. As a businessman, he was particularly attentive to what the bible said about money. He began to think of ways in which he could use his wealth for the good of others, especially the poor.

Edmund began to give generously to the poor of Waterford, supporting many needy families.

A significant moment in Edmund's life was a comment made to him by a lady friend. She knew that he was thinking of becoming a monk in a monastery in Europe. As they watched the poor, ignorant children playing in the street below the room where they were talking, she said to him that it could be God's will that he devote himself to the lifting up of the poor boys, so much in need of a Christian education.

Seeing what Sr. Nano Nagle's Presentation Sisters were doing for the education of poor girls, Edmund began to think of founding a religious congregation for

the education of poor boys. He prayed about it and also sought advice from friends he trusted.

In 1802 Edmund took the plunge and began teaching the poor boys of Waterford, first in a stable and then in the school rooms he built at Mt Sion. Many considered his scheme could not succeed but, trusting in Providence, he began his work. At first he had some paid helpers but when these gave up because of the difficulty of the work, he continued alone. Then some generous young men joined him, becoming the nucleus of his congregation of religious educators

The boys, unused to discipline, took a while to settle but eventually their good conduct and studious habits won the admiration of all in Waterford. Edmund counselled his brothers: "Have confidence. The good seed will grow up in the children's hearts later on.

Gradually the number of brothers grew so that Edmund was able to open schools in other parts of Ireland. The brothers absorbed his spirit during their training at Mt Sion, Edmund inspiring them and forming them in their vocation.

Edmund and the brothers were always aware of the need the poor had for the simple but essential things of life. He provided food for them in the towns where the brothers worked. One who knew him well said, "He was father and mother to the poor".

Alert to the needs of others, Edmund turned some of his schools into hospitals when the plague broke out in some parts of Ireland.

Edmund was a regular visitor to the jails, comforting those who were imprisoned. Men about to be hanged would ask that Edmund stand beside them as they faced death.

Br. Edmund died on 29th August, 1844.

Today Edmund's brothers and their collaborators carry on his vision in 27 countries throughout the world

He was beatified by Pope John Paul II in 1996. His feast day is 5th May, the anniversary of the day when the foundation stone of his first school, Mt. Sion, was laid.

The 250th anniversary of the birth of Edmund Rice, the founder of the Christian Brothers, was observed and appropriately celebrated throughout the world on 1st June 2012.

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***Service Rules for  
Private Post Teachers***

***St. Edmund's College  
Shillong, Meghalaya***

**These Service Rules will be subject to any modifications issued by the  
Sponsoring Body from time to time**

Current as on: 1st April 2022



## **PREAMBLE**

The Society of the Congregation of Christian Brothers in India (under West Bengal Societies Registration of 1961 with Registration No. 7897 of 12/09/1968), is the Sponsoring Body of St. Edmund's College, Shillong.

The Sponsoring Body has framed the following rules to govern the conditions of service including recruitment/appointment, and promotion, leave and all service related matters like: discipline, control and penalties, etc.

### **1. Short Title, Extent and Commencement**

- (i) These rules may be called the Service Rules for St. Edmund's College Private Post Teachers.
- (ii) They shall extend to all Private Post Teachers of St. Edmund's College under the Sponsoring Body of the College.
- (iii) These rules will not apply to Teachers in any other category (e.g. UGC / State / College Posts, Temporary Teachers, Part Time Teachers or Contractual Teachers, etc.)
- (iv) These Service Rules shall come into force w.e.f 1st April 2022, and supercede all earlier rules, regulations, notifications orders, etc.

### **2. Definitions**

- (i) "SPONSORING BODY" or "SOCIETY" or "FOUNDER BODY" means The Congregation of Christian Brothers in India (C.C.B.I.)
- (ii) "COLLEGE" or "INSTITUTE" means St. Edmund's College, Shillong, sponsored by CCBI.
- (iii) "EXECUTIVE COMMITTEE" means the Body constituted by the Sponsoring Body for the administration of all matters related to the Private Post Teachers.
- (iv) "PRESIDENT" means member of the Society, appointed by the Chairman of the Sponsoring Body as President of the College Executive Committee.
- (v) "VICE-PRESIDENT" means member of the Society, appointed by the Chairman of the Sponsoring Body, as the owner's and society's representative of St. Edmund's Campus, and who would officiate in the absence of the President.

- (vi) "SECRETARY" means member appointed by the Chairman of the Sponsoring Body as Secretary of the College Governing Body.
- (vii) "JOINT-SECRETARY" means member appointed by the Chairman of the Sponsoring Body as Joint-Secretary of the College Governing Body.
- (viii) "PRINCIPAL" means the Academic Head of the overall college.
- (ix) "VICE PRINCIPAL" means the Assistant Academic Head of the College preferably a member of the Society appointed by the Chairman of the Sponsoring Body.
- (x) "DEAN (Self-Financed)" means the Assistant to the Vice Principal for matters related to the Self-Financed Departments.
- (xi) "HEAD OF DEPARTMENT" (HOD) means the Head of a given subject(s).
- (xii) "STAFF" or "EMPLOYEE" means Private Post Teachers teaching under the Sponsoring Body of the College.
- (xiii) "TEACHER" means an lecturer, assistant professor, and any other such staff involved in classroom teaching in the Sponsoring Body Post of the College.
- (xiv) "SELF FINANCED" means Departments and Posts Financed by the Sponsoring Body.
- (xv) "FINANCE OFFICER" means the Bursar appointed by the Sponsoring Body.

## **2A : Executive Committee**

- (i) **Composition of the Executive Committee**
  - (a) Secretary of the Governing Body.
  - (b) The Principal
  - (c) The Vice Principal
  - (d) The Finance Officer
- (ii) **Roles and Responsibilities**
  - (a) All matters related to self-financed section of the College, will be brought to the Executive Committee
  - (b) Recommendations for appointments etc., will be forwarded by the Secretary to the Sponsoring Body for approval.

### **3. Scale of Pay and Benefits**

#### 3.1.

- (i) Categories of Teachers in the Sponsoring Body Private Teacher Posts.
  - a) Lecturer (Consolidated Pay)
  - b) Assistant Prof (Single Scale)
- (ii) Increments: Teachers will earn an increment on completion of a minimum of 12 months of continuous service subject to the approval of the Executive Committee. The date of increment will be in the month of June.
- (iii) College Dearness Allowance: As decided by the Sponsoring Body.
- (iv) Deductions: 'Except for<sup>4</sup> Insurance, Income Tax and Professional Tax, there will be no deductions made on the Gross Salary unless otherwise decided by the Sponsoring Body'.
- (v) Retirement Benefit: As decided by the Sponsoring Body.
- (vi) Gratuity: As decided by the Sponsoring Body.

### **4. Qualification and Method of Recruitment**

Recruitment for the Private Post Teachers will be as per the minimum qualifications, screening criteria and selection committee as approved by the Sponsoring Body.

### **5. Appointments Probation and Confirmations**

- (i) Every appointment of a Private Post Teacher is against a Sponsoring Body Sanctioned Post.
- (ii) The Secretary of the Governing Body of the College shall be the authority for issuing all appointment orders in consultation and on behalf of the Sponsoring Body.
- (iii) Prior to the employment there will be mandatory police verification, and medical fitness test by a competent doctor.
- (iv) Prior to appointment the applicant will need to submit documents as specified by the Executive Committee.
- (v) The minimum period of probation of a teacher shall be two years, extendable by a maximum period of one more year.

- (vi) Before the expiry of the probation period the teacher will be informed in writing, if his/her performance is found unsatisfactory.

## **6. Edmundian Incentives**

Edmundian Incentives (Annexure II) for one-time payment.

## **7. Duties, Work Load and Monitoring of Teaching staff**

- (i) Duties and workload of the staff will be as per UGC guidelines (not less than 40 hours a week for 30 working weeks i.e.180 teaching days) in addition to any other duty given by the Principal or the appropriate delegated authority.
- (ii) Every teacher will be required to stay in the College for a minimum period of 5 hours on a working day, unless deputed on College related duty. Signing in / out for the Attendance Register is mandatory.
- (iii) Every Teacher will be required to submit a yearly Self-Appraisal to the Principal or the appropriate delegated authority, who will note his/her observations on the same.
- (iv) The Heads of Departments will prepare an Annual Report on each teacher which will include notes on the teaching-learning process, research, administrative duties, co-curricular, extra-curricular and any other relevant activities, except in the case of the Heads of Departments for whom the Principal or the appropriate delegated authority will do the same.
- (v) Regular (formal/informal) feedback from the students will be mandatory.

## **8. Leave**

Leave means authorized absence from duty.

### **8.1. General:**

Leave cannot be claimed as a matter of right. It is granted if there is availability of leave to the credit of the employee. The following are to be kept in mind:

- (i) 'Vice Principal and Dean upto 3 days, Principal upto 7 days and Secretary for longer leave.'
- (ii) When exigencies of service demand, leave of any description may be refused or revoked by the leave sanctioning authority.

- (iii) Leave, excepting weekly off and public holidays, should always be applied for and sanctioned before it is availed of except in case of emergency in which case a leave application must follow immediately, as a rule. In order to avoid inconvenience, an employee who desires to obtain leave of absence shall apply in writing to the Principal or the appropriate delegated authority in advance.
- (iv) If an employee, after proceeding on leave, desires an extension thereof, s/he shall, before the expiry of the leave originally granted to him/her, make an application in writing giving sufficient time to the principal or the appropriate delegated authority to respond. The latter shall send to the employee a reply either granting or refusing the extension of leave to his/her leave address.
- (v) Every employee, going out of station on leave, shall furnish in his/her leave application with the address and contact number of his/her outstation stay.
- (vi) No leave shall be granted beyond the date on which an employee must compulsorily retire.
- (vii) In order to ensure that proper leave record is maintained all teachers will ensure that they record their attendance daily as prescribed by the College. Failing to record their attendance will be recorded as an absence from duty.
- (viii) Pay may be deducted for any unsanctioned absence from duty.

## 8.2. Casual Leave

- (i) Casual leave is meant for a short period of absence necessitated by sudden and unforeseen urgent work. No employee may, except in unavoidable circumstances like sudden illness, avail of casual leave, unless it has been sanctioned.
- (ii) Casual leave may not be granted in the interest of the Institution especially if no alternative arrangement can be made.
- (iii) The Casual leave admissible is 10 days in a calendar year.
- (iv) Casual leave cannot be carried forward or accumulated.
- (v) Casual leave may be granted for not more than 3 days at a time excluding Sundays/ holidays and needs proper sanction from the Principal or the appropriate delegated authority.
- (vi) It cannot be prefixed or suffixed to vacation or with any other kind of leave or holidays.

### 8.3. Special Casual Leave

- (i) The Special Casual leave admissible is 7 days in a calendar year for the following purposes:
  - (a) Attending Workshops, Conferences, Congresses, symposia and seminars on behalf of the college.
  - (b) Delivering lectures in institutions or such other organisations at the invitation of such institutions and accepted by the Principal or the appropriate delegated authority.
- (ii) In addition, Special Casual Leave to the extent mentioned below may also be granted;
  - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
  - (b) To a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 15 days.
- (iii) Special Casual Leave cannot be accumulated, nor can it be combined with any other kind of leave.
- (iv) Special Casual Leave will be sanctioned by the Principal or the appropriate delegated authority.

### 8.4. Duty Leave

- (i) Duty leave of the maximum of 28 days (not including travel) in an academic year may be granted for the following reasons:
  - (a) Attending Refresher Courses, Orientation Courses, Summer Training, etc., on behalf of the college.
  - (b) Participating in a delegation or working on a Committee appointed by the State or Central Government, the UGC, the affiliating University and Board of Education, a sister Institution or any other Academic Body.
  - (c) For attending meetings in the UGC, DST, DBT, etc. where an employee is invited to share expertise with academic bodies.
  - (d) Any other duty assigned by the College that may require such leave.

- (ii) Duty leave may be sanctioned with the express consent of the Head of Dept., who will certify that classes are held and that alternative arrangements will be made.

#### 8.5. Medical Leave

- (i) A teacher would be entitled to 20 half days which may be commuted to 10 full days annually, without accumulation, on medical grounds.
- (ii) Medical leave of more than 3 days continuously needs to be supported by a medical certificate from a qualified registered medical practitioner that must satisfy the college authority. In such a case a Certificate of fitness must also be produced at the time of resuming the duty. The college authority retains the right to appoint a registered medical practitioner to examine such an employee.
- (iii) For computation of medical leave all intervening Sundays and holidays shall be counted.
- (iv) A confirmed teacher may be sanctioned upto 90 days of Special Medical Leave with full pay during the entire service period. In exceptional cases, this leave may be extended by the Executive Committee upto a maximum of another 365 days, without pay.

#### 8.6. Extraordinary Leave

- (i) A confirmed employee may be granted extraordinary leave when: No other leave is admissible.
- (ii) Extraordinary leave shall always be without pay.
- (iii) Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Principal or the appropriate delegated authority is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or re-join duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies;
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

- (iv) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall be a maximum of 2 years which in exceptional cases be extended by 1 year. The total period of absence from duty shall in no case exceed three years in the Teacher's entire service career, and will not get any incremental benefit.

#### 8.7. Maternity/Paternity Leave

##### (i) Maternity Leave

- (a) Maternity leave on full pay may be granted to a woman employee for a maximum period as specified by the State (i.e. 180 days), and is admissible only to employees with less than two surviving children.
- (b) Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions that the total leave granted, in respect of this to a woman employee in her entire career, is not more than the maximum period specified by the State (i.e. 45 days), and the application for leave is supported by a medical certificate.
- (c) Maternity leave may be combined only with extraordinary leave and any leave applied for in continuation of maternity leave may be granted by the Executive Committee if the request is supported by a medical certificate.

##### (ii) Paternity Leave

- (a) Paternity leave, at a stretch, of up-to a maximum period as specified by the States (i.e. 15 days), may be granted to a male employee during the confinement of his wife.
- (b) Such leave may be availed of twice in the entire career.

#### 8.8. Ph.D. Study Leave

- (i) Ph.D. Study leave at the agreed rate by the Executive Committee may be granted to teachers without a Ph.D., after a minimum of three years of continuous service, to acquire a Ph.D. in his/her subject.



- (ii) The period of Ph.D. Study leave should be for 6 months, extendable to a maximum of 3 years. Care should be taken that the number of teachers given Ph.D. Study leave in a Semester does not exceed two. Preference will be given as per seniority provided they are not from the same Department.
- (iii) Ph.D. Study leave shall be granted by the Executive Committee on the recommendation of a Selection Panel formed for the purpose by the Principal in consultation with the President. The Panel shall consist of the following members:
  - (a) President of the Governing Body or his nominee.
  - (b) Principal of the College.
  - (c) Head of the concerned Department.
  - (d) Coordinator of the IQAC or his/her nominee.
  - (e) Faculty member nominated by the President.
- (iv) Ph.D. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of Ph.D. Study leave.
- (v) Ph.D. Study leave may be granted not more than once during one's career.
- (vi) No teacher, who has been granted Ph.D. Study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Committee. In the event, the course of study falls short of Ph.D. Study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Committee to treat the period of shortfall as extraordinary leave has been obtained.
- (vii) Subject to the maximum period of absence from duty on leave not exceeding two years, Ph.D. Study leave may be combined with extraordinary leave or vacation. A teacher, who is selected to a higher post during Ph.D. Study leave, will be placed in that position and get the higher scale only after joining the post.
- (viii) A teacher granted Ph.D. Study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on

- Ph.D. Study leave. No teacher shall however, be eligible to receive arrears of increments.
- (ix) Ph.D. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction.
  - (x) Provided that where Ph.D. Study leave granted has been so cancelled, the teacher may apply again for such leave.
  - (xi) A teacher availing himself/herself of Ph.D. Study leave shall undertake that he/she shall serve the college for a continuous period of at least five years to be calculated from the date of his/her resuming duty on expiry of the Ph.D. Study leave.
  - (xii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the college, binding himself/herself for the due fulfilment of the conditions laid down including refunding the net salary drawn against the approved Ph.D. study leave.
  - (xiii) The teacher shall submit to the Principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Principal within one month of the expiry of every six months of the Ph.D. Study leave. If the report does not reach the Principal within the specified time, the payment of Ph.D. Study leave salary may be deferred till the receipt of such report.

## **9. Age of Retirement**

Except where otherwise provided, the age of superannuation for every teaching staff shall be the afternoon of the last day of the month in which he/she attains the age of sixty years.

## **10. Resignation or Release from Service**

A teacher or the Executive Committee may, at any-time, end the engagements by giving three months' notice in writing. After the notice is given the Executive Committee acting through its Secretary, may relieve the teacher of his/her responsibilities in the Institute at any time, provided, the Institute shall pay the full compensation of salary in lieu of the period not served. A Teacher who would like to be relieved of his/her responsibilities in the Institute before the conclusion of the notice period, may request the Executive Committee for the same, provided the period of notice shall be one month, if

being released to join employment elsewhere after having applied for the same through proper channels and having got the NOC.

## **11. Relocation of a Teacher**

In the event of the following circumstances: -

- (i) The Sponsoring Body decides to start a new department.
- (ii) The Sponsoring Body decides to discontinue a particular department/course.
- (iii) The Sponsoring body decides to reduce the number of Sponsoring Body Sanctioned Posts in a department/course to maintain a financially viable teacher-student ratio.
- (iv) The Executive Committee may request transferring a Private Post Teacher under a Sponsoring Body Sanctioned Posts to a different Department.
- (v) The Executive Committee may a teacher to conduct some or all of his/her classes in any of the extension campuses of St. Edmund's College.

## **12. Code of Conduct and Code of Professional Ethics**

### **12.1. Code of Conduct**

Teachers shall:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Perform the duties, including regular teaching, examinations, tutorials, remedial teaching, observation of institutional functions, sports and other social gatherings connected with the institution, etc., as assigned to them by the competent authorities of the College, from time to time;
- (iii) Perform their duties in the form of seminar and research work conscientiously and with dedication;
- (iv) Be punctual in attendance and in respect of their duties and also any other work connected with the duties assigned to them;
- (v) Refrain from bringing inappropriate material, liquor or other intoxicants, including addictive/drugs to the college, consuming intoxicants in college premises, or reporting for work under the influence of an intoxicant;

- (vi) Co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and College examinations, including supervision, invigilation and evaluation;
- (vii) Participate in extension, co-curricular and extra-curricular activities including community service;
- (viii) Be proactive in dealing with discipline and conflict situations, especially among the students, without the use of corporal punishment or violence either emotional or physical, and bringing the matter to the notice of the relevant authorities when required, through due procedure;
- (ix) Refrain from inciting students against other students, colleagues or administration;
- (x) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (xi) Refrain from intimidating other staff by threats pressures or other means, with a view to preventing them from attending to their duties;
- (xii) Refrain from allowing considerations of caste, creed, language, religion, race or sex in their professional endeavour;
- (xiii) Deal justly and impartially with students regardless of their religion, caste, political, economic, place of origin, social and physical characteristics;
- (xiv) Not behave in a vindictive manner towards the students for any reason;
- (xv) Abide by the rules and regulations of the Institution, show due respect to the constituted authorities and refrain from insubordination or disobedience whether alone or with others;
- (xvi) Refrain from using institutional facilities in an unauthorised manner or engaging in private work/trade within the premises for personal gain;
- (xvii) Report the loss of tools or materials entrusted to them in the performance of duties and be accountable for the same;
- (xviii) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods

consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

- (xix) Refrain from organising, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets, posters, etc. in the premises or in its immediate neighbourhood without prior permission of the Principal or the appropriate delegated authority;
- (xx) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (xxi) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (xxii) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (xxiii) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (xxiv) Refrain from indulging in or encourage any form of malpractice connected with public or institutional examination/tests or any other institutional activities or duties;
- (xxv) Not forge or falsify any document or impersonate any other person with the intent of misleading the management and/or the general public;
- (xxvi) Give and expect due notice before a change of position is made;
- (xxvii) Treat the Guardians with courtesy and respect and be available to them to talk over issues related to their ward's academic progress and behaviour (generally after having made an appointment);
- (xxviii) Refrain from being absent from the institution without leave or without prior permission except on unavoidable grounds, keeping in view their particular responsibility towards the students and colleagues;

- (xxix) Refrain from disclosing to an unauthorized person, without written permission of the Principal or the appropriate delegated authority, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.

A Teacher who is detained in custody for more than 48 hours, whether on a criminal charge or otherwise, or is undergoing imprisonment, shall be deemed to be suspended from service and if s/he does not report back within a month, it will be presumed that s/he has abandoned the employment/service.

A Teacher shall ensure that the delivery of the Teaching-Learning process is as expected by the Executive Committee, who will take into account the formal Student Feedback. In case a Teacher's performance is observed to be poor, over a period of 3 years, the Principal or the appropriate delegated authority will bring the matter in writing to the attention of the Teacher, and report the same to the Executive Committee. Such a Teacher with low scores will be closely monitored over the next 2 years, while taking into consideration difficulties the Teacher may be experiencing. In cases where there is no satisfactory improvement in performance after 2 years, the matter will be reported to the Executive Committee for appropriate action, which may include withholding of increment.

The Executive Committee shall have the power to ensure that the teachers strictly follow all the norms, standing instructions of the College and the "Service Rules for St. Edmund's College, Private Post Teachers - 2021".

## 12.2. Code of Professional Ethics

Teachers shall:

- (i) Manage their private affairs in a manner consistent with the dignity of the profession;
- (ii) Seek to make professional growth continuous through study and research;
- (iii) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (iv) Maintain active membership of professional organizations and strive to improve education and profession through them;

- (v) Respect the right and dignity of the student in expressing their opinion;
- (vi) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (vii) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (viii) Inculcate among students, a scientific outlook and respect for physical labour and ideals of democracy, patriotism, tolerance and peace;
- (ix) Pay attention to only the attainment of the student in the assessment of merit;
- (x) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (xi) Aid students to develop an understanding of our national heritage and national goals;
- (xii) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (xiii) Speak respectfully of other teachers and render assistance for professional betterment;
- (xiv) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (xv) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff;
- (xvi) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution;
- (xvii) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (xviii) Work to improve education in the community and strengthen the community's moral and intellectual life;

- (xix) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (xx) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (xxi) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration;
- (xxii) Refrain from participating in strikes non-cooperation movements that hamper the performance of the College.

The Teachers will abide by the C.C.B.I. policy and procedures with regards to "Safeguarding Children and Vulnerable Adults", with special attention to safety of women in the work place (Copies available with the Principal and Library).

### **13. Misconduct, Suspension, Penalties, Discipline and Appeal**

#### 13.1. Definition of Misconduct

A violation of the Code of Conduct by an act of commission or omission will be construed as misconduct. Any act of misconduct by a Teacher shall call for appropriate disciplinary action.

#### 13.2. Suspension

As per current State norms and approved by the Executive Committee.

#### 13.3. Penalties

The following penalties may for good and sufficient reasons be imposed upon such staff by the Executive Committee through the Secretary: -

- Letter of Censure
- Recovery of damage or loss incurred by the College from the individual;
- Withholding of increment without cumulative effect (following year double increment without arrears);
- Withholding of increment with cumulative effect (lose of increment permanently);
- Compulsory retirement from service;



- Removal from service (with retirement benefits);
- Dismissal from service (without retirement benefits).

None of these penalties shall be imposed on a staff until he/she has been given reasonable opportunities of showing cause against the action proposed to be taken in regard to him/her.

Provided that this clause shall not apply-

- (i) Where a staff is dismissed or removed on the grounds of conduct which has led to his/her conviction on a criminal charge;
- (ii) In the case of a situation, where the presence of the Teacher is a security threat to the Institution/State, and there is a *prima facie* case, the Executive Committee may without recourse to an explanation, record in writing and suspend a Teacher. The action taken will be reported to the competent authority.

#### 13.4. Process for dealing with misconduct:

- (i) The Secretary seeks an explanation in writing from the person concerned within a period of 7 working days;
- (ii) The Secretary on receipt of the response may issue a Letter of Censure and report to the Executive Committee;
- (iii) If the Secretary is not satisfied with the explanation given or in the absence of one, the Secretary will constitute a Disciplinary Committee (of 3/5 persons), to look into the allegation and make a recommendation to Executive Committee;
- (iv) The report of the Disciplinary Committee will be tabled at the Executive Committee for necessary consideration and action;
- (v) If the Executive Committee is not satisfied with the findings of the Disciplinary Committee, it will re-constitute a fresh Committee to look into the matter which will submit a report to the Executive Committee for its consideration.

#### 13.5. Appellate Tribunal

- (i) The Sponsoring Body shall be the Appellate Tribunal in respect of all cases where a penalty is sought to be imposed against a member of the staff. The Sponsoring Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and recommend its opinion to the Executive Committee for its final decision.

- (ii) A Staff against whom an order proposing to impose any of the penalties referred to above, has been passed, may prefer an appeal to the Sponsoring Body within 15 days of the date of the receipt of such order. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if an appeal is referred, the penalty proposed to be imposed shall remain in abeyance till disposal of the appeal.

#### **14. Grievances**

- (i) A grievance is a genuine complaint a staff may have against the college with regard to the work or benefits due to him/her.
- (ii) A grievance is to be presented in writing to the Principal who may take the appropriate action or forward it to the Executive Committee who will recommend the action to be taken.
- (iii) If the action proposed or taken is not satisfactory to the aggrieved staff an appeal may be made by him/her to the Sponsoring Body which shall discuss the matter and communicate its opinion to the Executive Committee for its final decision.

#### **15. Interpretation**

If any doubt arises relating to the interpretation of these rules, it shall be referred to the Sponsoring Body of the College whose decision thereon shall be final.

#### **16. Amendment**

Amendment to these rules shall be made from time to time as and when the Sponsoring Body of the College notifies new regulations or notifies amendment to the existing regulations.

## NOTES

## NOTES

## Annexure-I

### Student Feedback

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Instructions:

- a) Answer as many questions as possible with sincerity, seriousness and responsibility.
- b) Please cross [X] in blue or black the choice that best describes your opinion.

1	The Teacher's ability to control the class is:		Excellent
			Good
			Satisfactory
			Poor
			Very Poor
2	The Teacher's treatment of the students is:		Very disrespectful
			Disrespectful
			Respectful
			Encouraging
			Very Friendly
3	The Teacher's coverage of the syllabus is:		Excellent
			Good
			Satisfactory
			Poor
			Very Poor
4	The Teacher's explanation of difficult points/concepts in the course is usually:		Very Confusing
			Not Clear
			Somewhat Clear
			Clear
			Easy to Follow
5	With regard to students' asking clarifications in class, the Teacher usually:		Encourages questioning
			Is ready to answer them when asked
			Does not encourage questions
			Avoids answering clarifications
			Does not allow questions

6	To meet the Teacher outside of class to clear difficulties is:	Extremely easy
		Very easy
		Easy
		Difficult
		Very difficult
7	My rating of this Teacher as a teacher of this course is:	Very Poor
		Poor
		Satisfactory
		Good
		Excellent
8	The Teacher is ready to help weaker students	Always
		Often
		Sometimes
		Rarely
		Never
9	The Teacher's method of teaching is usually:	Very Interesting
		Interesting
		Simple and easy to follow
		Only by lecture
		Very boring
10	The punctuality and attendance of the Teacher for class is:	Very good
		Satisfactory
		Not Satisfactory
		Poor
		Very Poor

## Annexure-II Edmundian Incentives

SI No	Parameters	Remuneration
1	Poster or Paper Presentation in National Seminars	2,000 /-
2	Poster or Paper Presentation in International Seminars	3,000 /-
3	Research projects Guidance with UGC students with output in the form of publication (Either in Journals or Symposium- both Paper & Poster)	2,000 /-
4	Research Projects guidance based on Societal relevance and output in the form of publication (Either in Journals or Symposium- both oral & Poster)	3,000 /-
5	Designing & executing practical's beyond syllabus for students for better skill improvement.	3,000 /-

The above remunerations will be one-time payments for each of the accomplishments.





