



St. Edmund's College
Shillong, Meghalaya



Service Rules
for
Regular Teachers

For Private Circulation Only
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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. 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.

* * * *

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 St. Edmund's College -
(Regular Teachers) -2015***

Shillong, Meghalaya

These Service Rules will be applicable to all Regular Teachers, subject to any modifications issued by the State Government from time to time, and as ratified by the Governing Body of the College

Approved: 3rd December 2015

PREAMBLE

The Governing Body of St. Edmund's College has considered it prudent to have Rules to regulate the Service conditions of the Regular Teachers of the college as mandated by 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). The Governing Body had accordingly adopted a resolution framing the following rules governing the conditions of service including recruitment/appointment and promotion, leave, and all service-related matters like discipline, control and penalties, for the regular teaching staff of the college. These Service Rules have been unanimously accepted at the Governing Body meeting, held on 3rd December, 2015.

1. Short Title, Extent and Commencement

- (i) These rules may be called the "Service Rules for St. Edmund's College (Regular Teachers) -2015".
- (ii) They shall extend to all Regular Teachers of St. Edmund's College under Deficit aided (UGC/State) posts and College approved posts only.
- (iii) These rules will not apply to Temporary Teachers

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- University Section.
- (iii) "GOVERNING BODY" means the 'Body' constituted by the Sponsoring Body as per the Constitution and Rules for Educational Institutions of the Society and the guidelines of the Meghalaya Deficit Aided College Management Rules 2013.
- (iv) "PRESIDENT" means member of the Society, appointed by the Chairman of the Sponsoring Body as President of the College Governing Body.
- (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 college.
- (ix) "STAFF" or "EMPLOYEE" means regular teaching staff employed in the College.
- (x) "TEACHER" means an associate professor, assistant professor, and any other such regular staff involved in classroom teaching.

3. Classification of Teachers

All posts, other than those at the ungraded levels, shall be classified in categories and level according to standards promulgated by the Governing Body and related to the nature of the duties and the level of responsibilities required.

3.1. The Staff are defined as follows:

- (i) A Regular staff: Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on an approved post and shall be on probation initially for a period of 2 years which might be extended by 1 year. The teacher may be confirmed, formally in writing by the Governing Body, who is the appointing authority, after the successful completion of the probationary period.
- (ii) A Temporary staff: Means one who has been contractually employed for a particular post or job purely on an ad-hoc basis.

3.2. Types of Regular Teachers

- (i) Confirmed (under Deficit Grants-in-Aid scheme) – UGC scale – govt. approved post
- (ii) Confirmed (under Deficit Grants-in-Aid scheme) – State Scale – govt. approved post
- (iii) Confirmed (under Sanction of the Governing Body of the College) – College approved post

4. Scale of Pay and Benefits

- 4.1. Government approved posts under UGC/State Scales- (UGC/State posts)
- (i) Scales and benefits as approved by the UGC/State.
 - (ii) Teachers will receive a single yearly increment subject to the approval of the UGC/State.
- 4.2. College Governing Body approved posts under College Scales- (College posts)
- (i) Categories of Regular College Post Teachers are as follows:
 - (a) Assistant Professor –Grade1 (College post)
 - (b) Assistant Professor– Grade2 (College post)
 - (c) Assistant Professor– Grade3 (College post)
 - (d) Associate Professor – Grade1 (College post)Each of the categories may receive Special Pay as sanctioned by the Governing Body.
 - (ii) Increments
Teachers will receive a single yearly increment subject to the approval of the Governing Body. Teachers who do not fully meet with the requirement for the post will not be entitled to the yearly increment.
 - (iii) College Dearness Allowance
As declared by the Sponsoring Body for the College Post Staff, and ratified by the Governing body annually.
 - (iv) Contribution towards National Pension Scheme (NPS)
The Management would make a contribution towards NPS equal to 10% of (Basic + College DA) , in lieu of Gratuity following an undertaking from individual Teachers.⁷
 - (v) Gratuity
As per College norms sanctioned by the Governing Body for the period not covered by the NPS.⁸
 - (vi) INCENTIVES for Ph.D./M.Phil – for the Regular College Posts
 - (a) An advance of Rs. 1000 shall be admissible at the entry level of recruitment as teacher to persons possessing the degree of PhD awarded in the relevant discipline by a university following the process of registration, course

work and external evaluation as prescribed by the UGC.

- (b) M.Phil degree holders at the time of recruitment to the post of teacher shall be entitled to Rs 500 as advance incentives.
- (c) Teachers who complete their PhD degree while in service shall be entitled to Rs. 1000 as incentives if such PhD is awarded in the relevant discipline by a university following the process of registration, course work and external evaluation as prescribed by the UGC.
- (d) Teachers who acquire their M Phil degree while in service shall be entitled to Rs 500 as incentives.
- (e) Not with standing anything in the foregoing clauses, those who have already availed the benefits of advance incentives for possessing PhD/M.Phil at the entry level under this scheme shall not be entitled to the benefit of an advance incentive.

5. Qualification and Method of Recruitment

- (i) Recruitment for the UGC/State Posts

As per UGC norms for UGC/States Posts and as approved by the College Governing Body.

- (ii) Recruitment for the College Posts:

- (a) As per the UGC norms and as approved by the College Governing Body.
- (b) The President or his nominee, as well as the Vice-President or his nominee, will also be on the Selection Panel.

6. Appointments and ¹Confirmations

- (i) Every appointment of a Regular teacher is against UGC/State Sanctioned post or College Sanctioned post.
- (ii) The Secretary shall be the authority for issuing all appointment orders for all teaching posts on behalf of the Governing Body which shall be the appointing authority.
- (iii) Prior to the employment there will be mandatory police verification
- (iv) Prior to appointment the applicant will need to submit documents as specified by the Governing Body.

- (v) A teacher who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on an approved post shall be on probation initially for a period of 2 years which might be extended by 1 year. The teacher may be confirmed, formally in writing by the Governing Body, who is the appointing authority, after the successful completion of the probationary period.²

7. Career Advancement Scheme

As per UGC/State norms (2010)³ with amendments thereafter⁹ and as approved by the Governing Body.

8. 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 submit a yearly Self-Appraisal to the Principal, who will note his observations on the same.
- (iii) 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 will do the same.

9. Leave

Leave means authorized absence from duty.

9.1. 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) When exigencies of service demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- (ii) 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 in advance.

- (iii) 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 to respond. The latter shall send to the employee a reply either granting or refusing the extension of leave to his/her leave address. Every employee, going out of station on leave, shall furnish in his/her leave application the address and contact number of his/her outstation.
- (iv) No leave shall be granted beyond the date on which an employee must compulsorily retire.
- (v) 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.

9.2. 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 by the Principal.
- (ii) The Principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the institution.
- (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 no more than 3 days at a time excluding Sundays/ holidays and needs proper sanction from the Principal.
- (vi) It cannot be prefixed or suffixed to vacation or with any other kind of leave.
- (vii) It is permissible to avail a half day's casual leave if the period of absence is half or less than half a period of a working-day.

9.3. 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.
- (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.

9.4. Duty Leave

- (i) Duty leave of the maximum of 21 days (not including travel) in an academic year may be granted for the following reasons:
 - (a) Attending Refresher Courses and seminars 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, 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.

9.5. Medical Leave

- (i) A regular 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 regular teacher may be sanctioned up-to 90 days of Special Medical Leave with full pay during the entire service period. In exceptional cases, this leave may be extended by the Governing Body up-to a maximum of another 365 days, without pay.

9.6. Extraordinary Leave

- (i) A confirmed employee may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (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 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.

9.7. 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 Governing Body 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.

9.8. Ph.D. Study Leave

(i) Ph.D. Study leave with full pay 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 two years. Care should be taken that the number of teachers given Ph.D. Study leave in an academic year 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 Governing Body 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/Principal.
- (iv) The leave shall not be granted for more than two years.
 - (v) 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.
 - (vi) Ph.D. Study leave may be granted not more than once during one's career.
 - (vii) 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 Governing Body. 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 Governing Body to treat the period of shortfall as extraordinary leave has been obtained.
 - (viii) 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.
 - (ix) 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.
 - (x) 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.

- (xi) Provided that where Ph.D. Study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) 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.
- (xiii) 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 the condition of refunding his/her salary during the period of the Study leave in the event of the teacher not acquiring the Ph.D.
- (xiv) 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.

10. Age of Retirement

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

11. Resignation or Release from Service

A teacher or the Governing Body may, at any-time, end the engagements by giving three months' notice in writing. After the notice is given the Governing Body 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 Governing Body 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.⁶

12. Relocation of a Regular Teacher

In the event of the following circumstances: -

- (i) The Governing Body decides to start a new department.

- (ii) The Governing Body decides to discontinue a particular department/course.
- (iii) The Governing body decides to reduce⁴ the number of college posts in a department/course to maintain a financially viable teacher-student ratio.

The Governing body may transfer a teacher under a College Post to a different department.

13. Code of Conduct and Code of Professional Ethics

13.1. Code of Conduct

All Teachers of the College 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 re-search 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;
 - (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 in-tent 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, 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 Governing Body, 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 will bring the matter in writing to the attention of the Teacher, and report the same to the Governing Body. 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 Governing Body for appropriate action, which may include withholding of increment.

The Governing Body shall have the power to ensure that the regular teachers strictly follow all the norms, standing instructions of the College and the "Service Rules for St. Edmund's College (Regular Teachers) -2015".

13.2. Code of Professional Ethics

All Teachers of the College 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 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;

The Regular Teachers will abide by the C.C.B.I. policy and procedures with regards to care of Vulnerable Adults.

14. Misconduct, Suspension, Penalties, Discipline and Appeal

14.1. 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.

14.2. Suspension

As per current⁵ State norms and approved by the GB

14.3. Penalties

The following penalties may for good and sufficient reasons be imposed upon such staff by the Governing Body through the Secretary/Joint-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 Governing Body may without recourse to an explanation, record in writing and suspend a Teacher. The action taken will be reported to the competent authority.

14.4. 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 Governing Body;
- (iii) If the Secretary is not satisfied with the explanation given or in the absence of one, he/she will constitute a Disciplinary Committee (of 3/5 persons), to look into the allegation and make a recommendation to Governing Body;
- (iv) The report of the Disciplinary Committee will be tabled at the Governing Body for necessary consideration and action;
- (v) If the Governing Body 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 Governing Body for its consideration.

14.5. 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 Governing Body for its final decision.¹⁰
- (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 the disposal of the appeal.¹¹

15. 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 Governing Body 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 Governing Body for its final decision.¹²

16. Interpretation

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

17. Amendment

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

* * * *

NOTES

Amended by GB on 28th March 2016

- (1) (Section 6).... 'and Confirmations' added to the title
- (2) (Section 6).... Paragraph 6(v) inserted
- (3) (Section 7).... '(2010)' inserted
- (4) (Section 12).... 'reduce' in place of 'cut down'
- (5) (Section 14.2).... 'current' inserted

Amended by GB on 2nd July 2016

- (6) (Section 11).... '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.' in place of 'by agreeing to pay the Institute the salary in lieu of the period not served.'
- (7) (Section 4.2).... 'The Management would make a contribution towards NPS equal to 10% of (Basic + College DA) , in lieu of Gratuity following an undertaking from individual Teachers.' in place of 'Management Contribution of 12% with a ceiling of Rs. 1800/-. *** (However, if there is an exemption on the payment of Gratuity, the contribution to NPS will be at the rate of 10% of Basic + Dearness Allowance {without ceiling} with the Management and Teacher contributing an equal sum, though a Teacher may wish to contribute an additional sum. This will be w.e.f. 2012.)'
- (8) (Section 4.2).... 'As per College norms sanctioned by the Governing Body for the period not covered by the NPS' in place of 'As per College norms with a ceiling of Rs. Seven Lakhs *** (Unless the State Government exempts the College under NPS scheme.)'
- (9) (Section 7).... 'with amendments thereafter' inserted
- (10) (Section 14.5).... 'recommend its opinion to the Governing Body for its final decision.' in place of 'confirm, modify or set aside any decision of the Governing Body'
- (11) (Section 14.5).... (iii) (deleted)
- (12) (Section 15).... 'which shall discuss the matter and communicate its opinion to the Governing Body for its final decision' inserted.

Annexure-I

Students Evaluation Questions (Sample)

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

Undertaking By College Post Teacher

Opting for National Pension System (NPS) in lieu of Gratuity

I _____ son/daughter/spouse of _____ resident of _____ in sound mind make the following undertaking.

As the Governing Body of St. Edmund's College, Shillong has been pleased to grant the privilege of National Pension Scheme (NPS), instead of Gratuity

And as the College-post Teachers after mature deliberation considered that the NPS is much more beneficial to them than Gratuity, as such the College-post Teachers have decided to accept a contribution by the Institute towards NPS in lieu of Gratuity,

And towards this proposal, each College-post Teacher accepts to give to the management an undertaking of their forgoing the Gratuity Scheme with the following understanding, terms and conditions:-

- a. The management agrees to contribution towards the NPS at the rate of 10% (on Basic and College DA), without ceiling, as given in the Service Rules for Regular Teachers -2015, following the acceptance of the Offer Letter and Appointment as College-post Teacher in the Institute.
- b. The calculation of dues upto the date of appointment under the Service Rules for Regular Teachers-2015 for those College-post teachers engaged before 1st June 2012 will be:
 - i. The previous Gratuity dues will be upto 1st June 2012.
 - ii. NPS contribution by the Institute will be at the rate of 10%, without ceiling, from 1st June 2012 upto the date of Appointment into the Service Rules for Regular Teachers-2015.
 - iii. This above amount will be deposited into the individual NPS accounts of the teacher after deducting all previous contributions made by the management towards the individual NPS account upto the date of appointment into the Service Rules for Regular Teachers-2015.

And so I _____ having read and understood the terms and conditions as mentioned above, with my free will, submit this undertaking to The Secretary, St. Edmund's College, Shillong, forgoing the Gratuity Scheme and opt for the Institute's contributing towards the National Pension System (NPS) as detailed above. I also give my willing consent for this document to be notarised by the management of the Institute.



