

1.2 DEFINITIONS

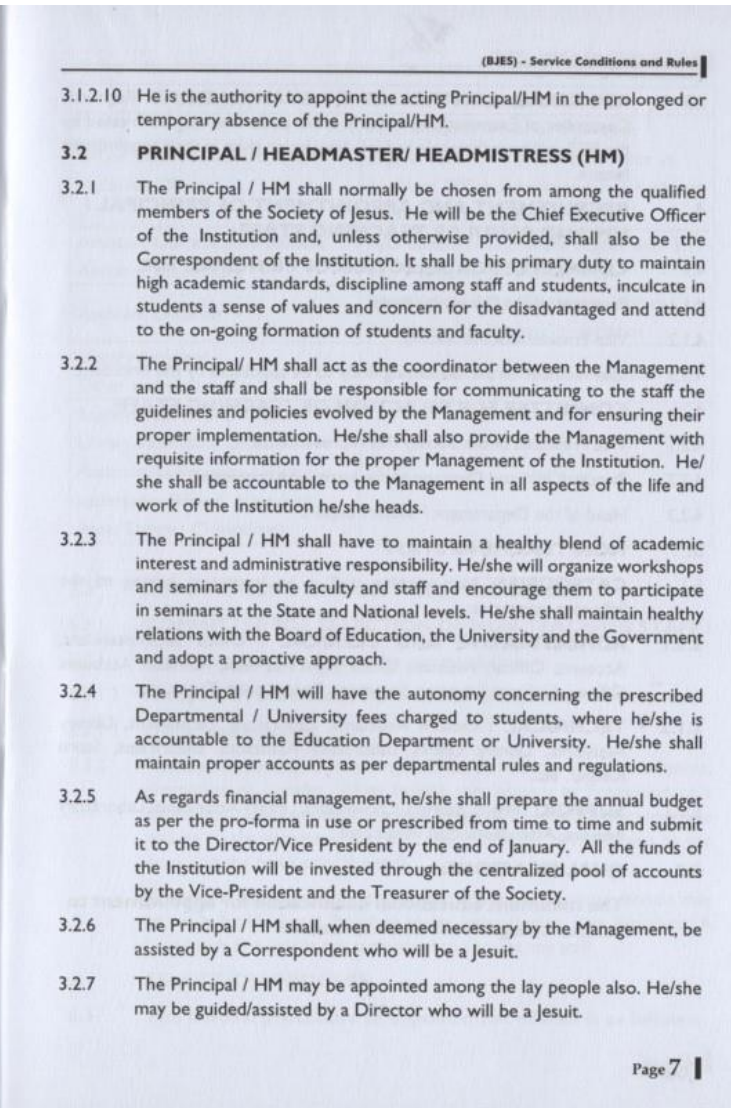
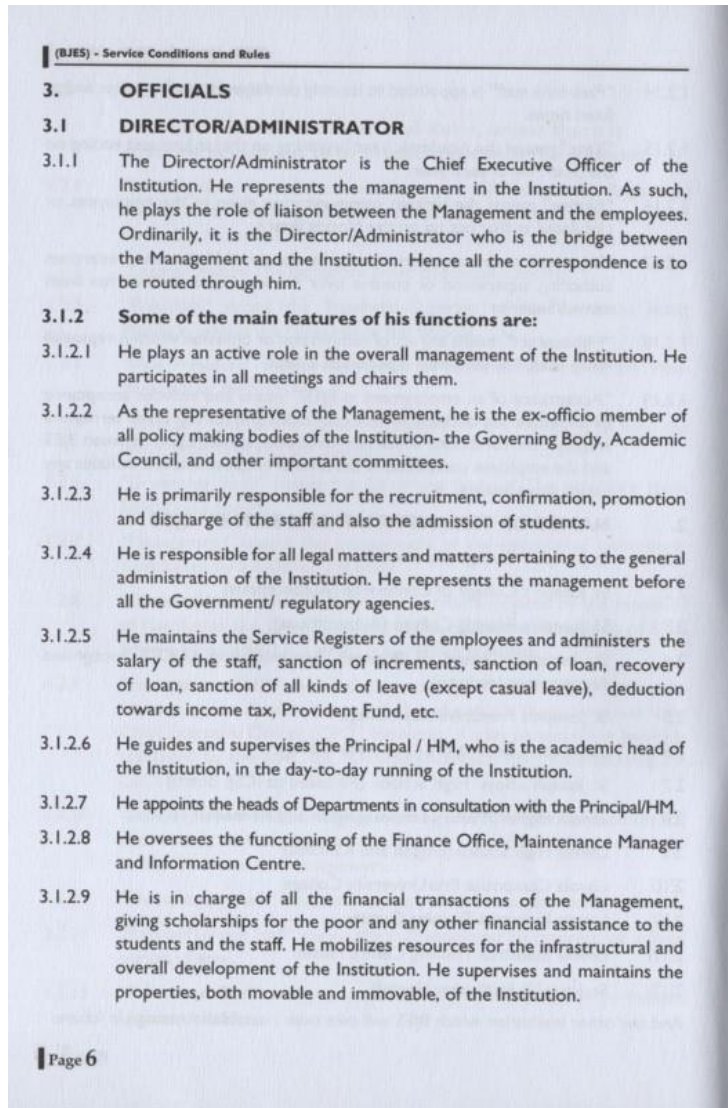
In these Service Conditions and Rules, unless there is anything repugnant to or inconsistent with the context:

- 1.2.1 The Bangalore Jesuit Educational Society or BJES means the Registered Society of the Bangalore Jesuit Educational Society with its office at Jesuit Nivas, 35, Museum Road, Bangalore -560025
- 1.2.2 "Society" means The Bangalore Jesuit Educational Society.
- 1.2.3 "President" means the Provincial Superior of the Karnataka Jesuit Province, who is the President of the Society.
- 1.2.4 "Vice President" means the Rector of Jesuit Nivas who is the Vice-President of the Society.
- 1.2.5 "Secretary" means the person appointed by the President to hold the office as Secretary of the Society.
- 1.2.6 "Governing Body" means the Governing Body of The Bangalore Jesuit Educational Society.
- 1.2.7 "Management" means the management of the educational Institutions, constituted by the Governing Body.
- 1.2.8 "Director/Administrator" means the person appointed by the President to function as the Chief Executive of the educational Institution of BJES, when a lay person (Non Jesuit) is appointed Principal.
- 1.2.9 "Principal" or "HM" means the person appointed by the President to function as the Academic head of the educational Institution, and is its Chief Executive Officer (CEO). However, if a lay person (Non Jesuit) is appointed to the post, the "Director/Administrator" shall become the CEO.
- 1.2.10 "Staff/employee" means any person employed either temporarily or permanently in teaching, non-teaching or supportive categories in any Institution under the Management.
- 1.2.11 "Probationary staff" means the staff appointed on probation.
- 1.2.12 "Regular/Tenure Staff" means the staff appointed on contract for a fixed period of time.
- 1.2.13 "Permanent Staff" means any person who has been given permanent appointment.

- 1.2.14 "Part-time staff" is appointed to do only partial work on fixed days and at fixed times.
- 1.2.15 "Year" means the Academic year beginning on the 1st June and ending on the 31st May of each year.
- 1.2.16 "Notice" means the written communication given to the employees or circulated and/or put up on the Notice Board.
- 1.2.17 "Superior" means any person who by nature of his/her duty exercises authority, supervision or control over the employees and/ or has been named Superior.
- 1.2.18 "Habitual act" means any act of commission or omission which is repeated more than 3 times within a period of a year.
- 1.2.19 "Acceptance of an employment in BJES" means and includes acceptance by the employee of these Service conditions and /or any other terms and employment conditions which may have been agreed upon between BJES and the employee concerned at the time of employment and includes any future amendments.

2. NAMES OF THE INSTITUTIONS RUN BY BJES

- 2.1 St. Joseph's College (Autonomous)
 - 2.2 St. Joseph's College of Commerce (Autonomous)
 - 2.3 St. Joseph's Evening College (Autonomous)
 - 2.4 St. Joseph's College of Business Administration (AICTE recognised Autonomous Institute)
 - 2.5 St. Joseph's Pre-University College
 - 2.6 St. Joseph's Evening Pre-University College
 - 2.7 St. Joseph's Boys' High School (Affiliated to ICSE Board)
 - 2.8 Loyola Higher Primary School (English and Kannada)
 - 2.9 Loyola High School (English and Kannada)
 - 2.10 Loyola Composite Pre-University College
 - 2.11 Loyola Industrial Training Centre
 - 2.12 Loyola Industrial Training Centre Hostel
 - 2.13 St. Joseph's Institution Hostels
- And any other Institution which BJES will take over / establish / manage in future.



(BJES) - Service Conditions and Rules

3.3 **REGISTRAR, CONTROLLER OF EXAMINATIONS:** Registrar, Controller of Examinations, and any other posts that may be created by the BJES, will have their role and job description given in their appointment letters.

4. **RECRUITMENT AND APPOINTMENT OF PRINCIPAL / HM AND REGULAR TEACHING STAFF**

4.1 **COMMITTEE FOR SELECTION OF PRINCIPAL/ HM:**

4.1.1 President of the Governing Body

4.1.2 Vice-President of the Society

4.1.3 One member of the Governing Body to be appointed by the President.

4.2 **COMMITTEE FOR SELECTION OF TEACHING STAFF:**

4.2.1 Vice President of the Society /his representative

4.2.2 Principal/ HM and Director of the Institution concerned

4.2.3 Head of the Department / Subject Expert

5. **NON-TEACHING STAFF**

5.1 **CATEGORIES:** Non-teaching staff in an Institution belong to the following categories:

5.1.1 **ADMINISTRATIVE AND CLERICAL :** Office Superintendent, Accounts Officer, Assistant Office Superintendent, Assistant Accounts Officer, Assistant Librarian, Secretary, Receptionist, Typist, etc.

5.1.2 **TECHNICAL :** Lecture Assistants, Laboratory Technicians, Library Assistants, Library Clerks, Laboratory Assistants, Electricians, Store Keeper, etc.

5.1.3 **SUPPORT:** Peons, Bearers, Chowkidars, Library Attendants, Laboratory Bearers, Attendants, Mali, Head Mali

5.2 **QUALIFICATIONS:**
The minimum educational qualification for appointment to various categories shall be as under:

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Category	Qualification
Office Superintendent Grade-I Accounts Officer:	M.A. /M.Com. /M.Sc. or equivalent degree with seven years' experience as Assistant Office Superintendent / Assistant Accountant or equivalent post
Assistant Office Superintendent Assistant Accountant	A Graduate or equivalent degree with 5 years' experience of office work
Assistant Librarian	Bachelor of Library Science or Library Assistant with 10 years' experience.
Library Assistant Other technical staff	PUC and technical course certificate
Support staff (Store-Keeper, Library Attendant, Lecture Assistant, Laboratory Assistant, Laboratory Bearer, Attendant, Peon, Daftry, Chowkidar)	SSLC

5.3 **APPOINTMENT OF NON-TEACHING STAFF**

5.3.1 **COMMITTEE FOR SELECTION OF NON-TEACHING STAFF :**

5.3.1.1 Vice President of the Society /his representative

5.3.1.2 Principal /HM and Director/Administrator of the Institution concerned

5.3.1.3 Office Superintendent

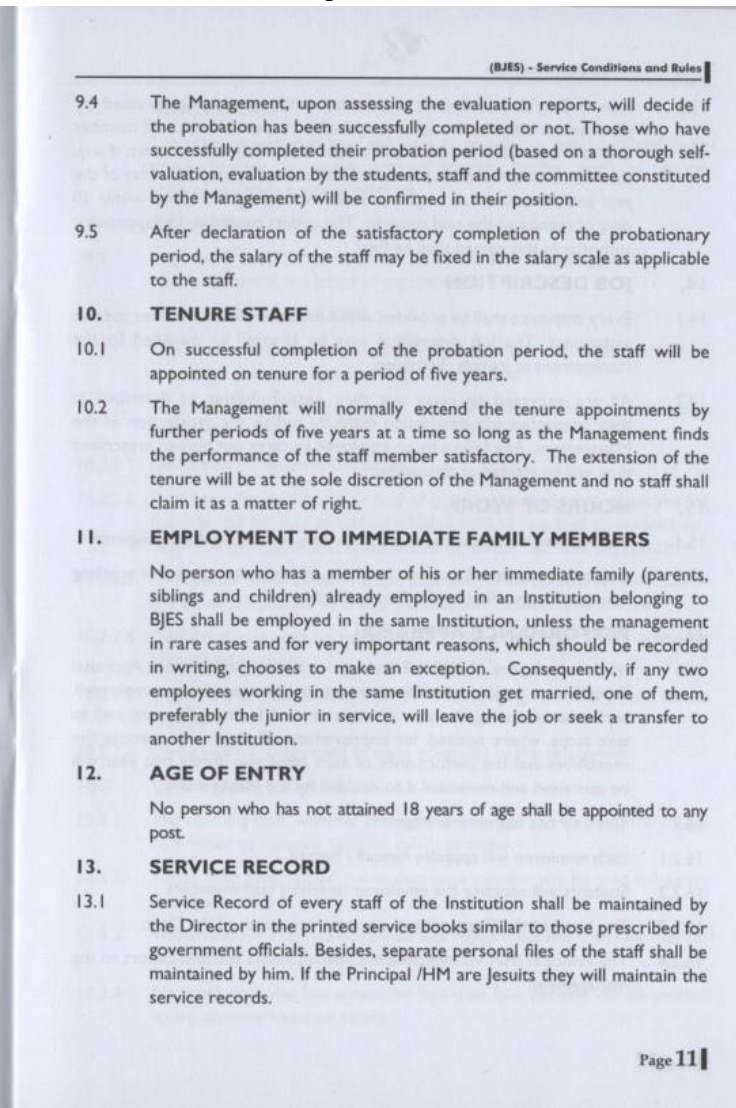
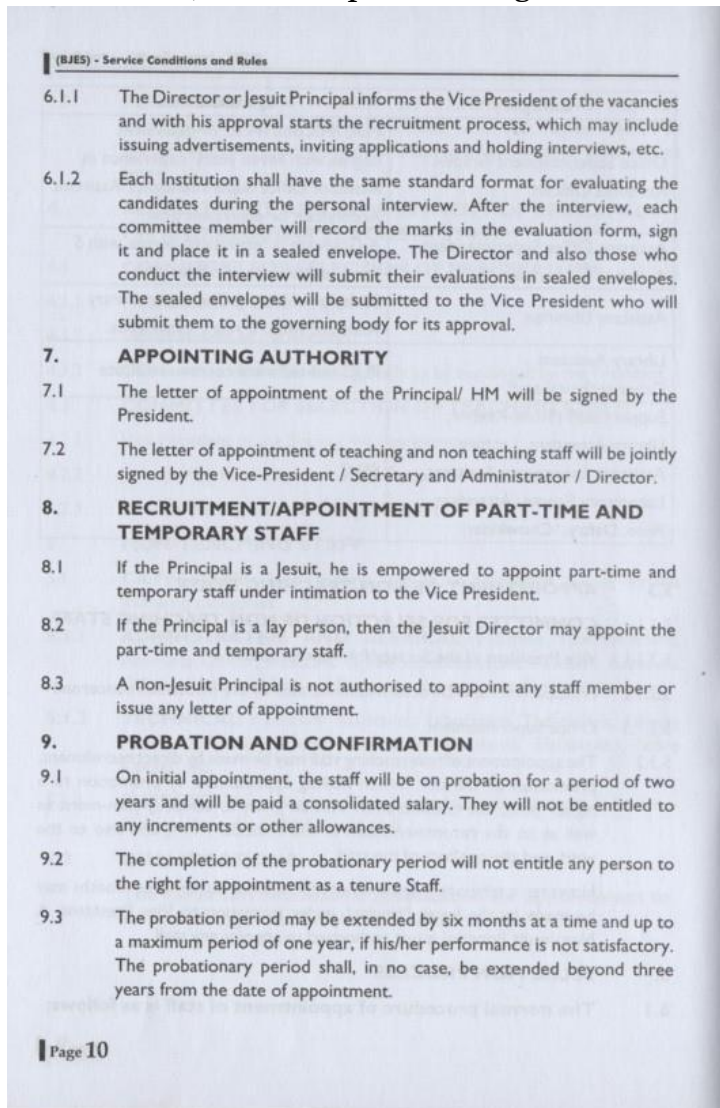
5.3.2 The appointment of non-teaching staff may be made by direct recruitment, promotion or transfer. When making appointment by promotion to a higher post, due consideration shall be given to seniority-cum-merit as well as to the recommendation of the Principal / HM, and also to the work and the conduct of the staff.

However a temporary appointment for a period up to three months may be made by the Jesuit Principal, under intimation to Vice President. A Non-Jesuit Principal is not authorised to appoint any staff

6. **SELECTION PROCESS**

6.1 **The normal procedure of appointment of staff is as follows:**

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13.2 Annual Confidential Report in a format similar to those prescribed for government officials, should be prepared in respect of each staff member and shall be maintained by the Principal / HM. Adverse remarks, if any, shall be communicated to the person concerned by the 31st May of the year and the concerned employee shall have the right to appeal within 30 days of receipt of the said remarks. The orders passed by the appointing authority in this regard shall be final.

14. JOB DESCRIPTION

14.1 Every employee shall be provided with a job description of his/her specific assignment. The job description may be changed or modified by the Management at its sole discretion.

14.2 All are expected to carry out their responsibilities as described in their respective job description faithfully and to the satisfaction of the Management. Any failure by an employee to carry out his/her prescribed duty will be treated as misconduct.

15. HOURS OF WORK

15.1 The working hours may be fixed from time to time by the Management.

15.2 Employees appointed to posts involving different timings and/or working hours will be notified by the Principal/ HM.

16. PERFORMANCE APPRAISAL

16.1 All the employees of BJES will undergo an Annual Performance Appraisal in order to enable the Management to document the employee's performance during the year for current and future reference; and to take steps, where needed, for improvement. Through this exercise the capabilities and the performance of each employee during that year will be appraised and rewarded if so decided by the Management.

16.2 This exercise has several stages:

16.2.1 Each employee will appraise himself / herself.

16.2.2 Students will appraise the employee (teaching staff member)

16.2.3 The Head of the Dept will appraise each employee of the Dept.

16.2.4 The Principal /HM will appraise the staff and send the final report to the management.

17. TRANSFERS

The management shall have the right to transfer or depute its staff from one Institution to another, without affecting his/her length of service, scale of pay and service conditions.

18. SALARY

18.1 Employees of BJES shall be governed by the salary scale applicable to him / her as stated in the letter of appointment.

18.2 PAYMENT OF SALARY

18.2.1 The salaries of the employees shall be paid not later than the tenth day of the month following that for which salary is due.

18.2.2 Normally salaries of employees shall be paid without any deduction except the following:

18.2.2.1 Deduction for absence from duty.

18.2.2.2 Deduction for damage to or loss of goods entrusted to an employee for custody and for loss of money which he/she is required to account for, when the damage of loss is attributed to his/her fault and negligence.

18.2.2.3 Deductions towards income tax, professional tax, provident fund, ESI or any other tax payable by the employees and deductible at source.

18.2.2.4 Deduction required to be made by a court order or by an authority competent to do so.

18.2.2.5 Deduction for allowances such as food, lodging, electricity, etc. where applicable.

18.2.2.6 Deduction for repayment of loans advanced to the employees.

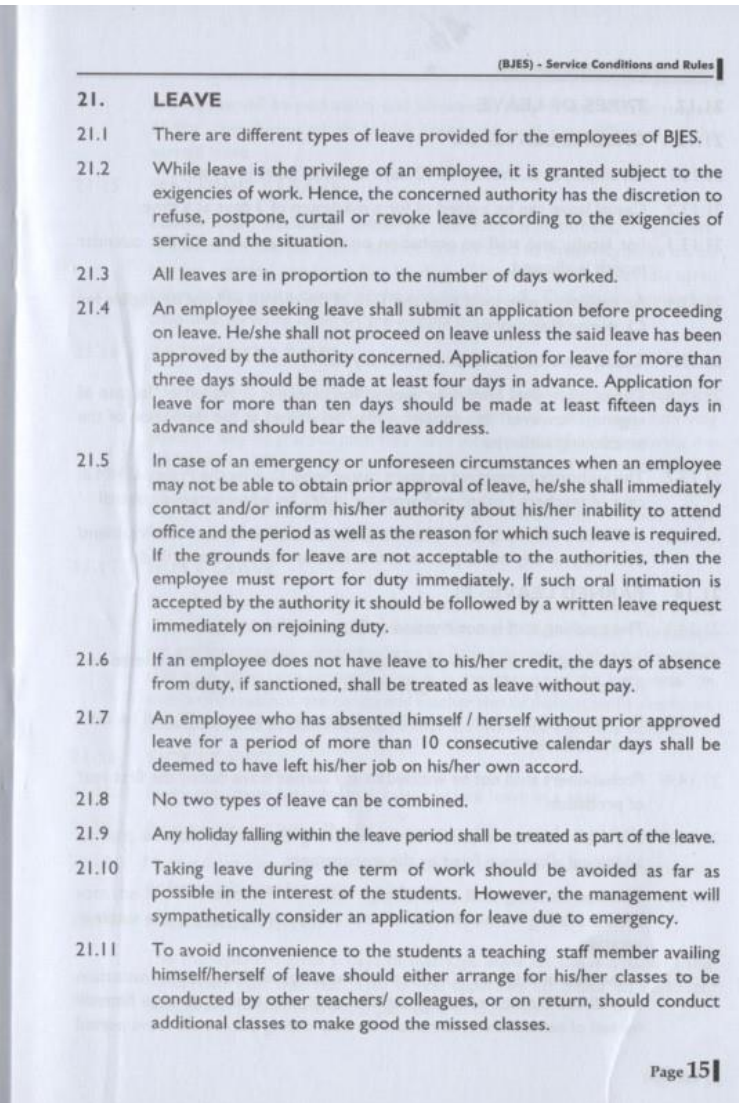
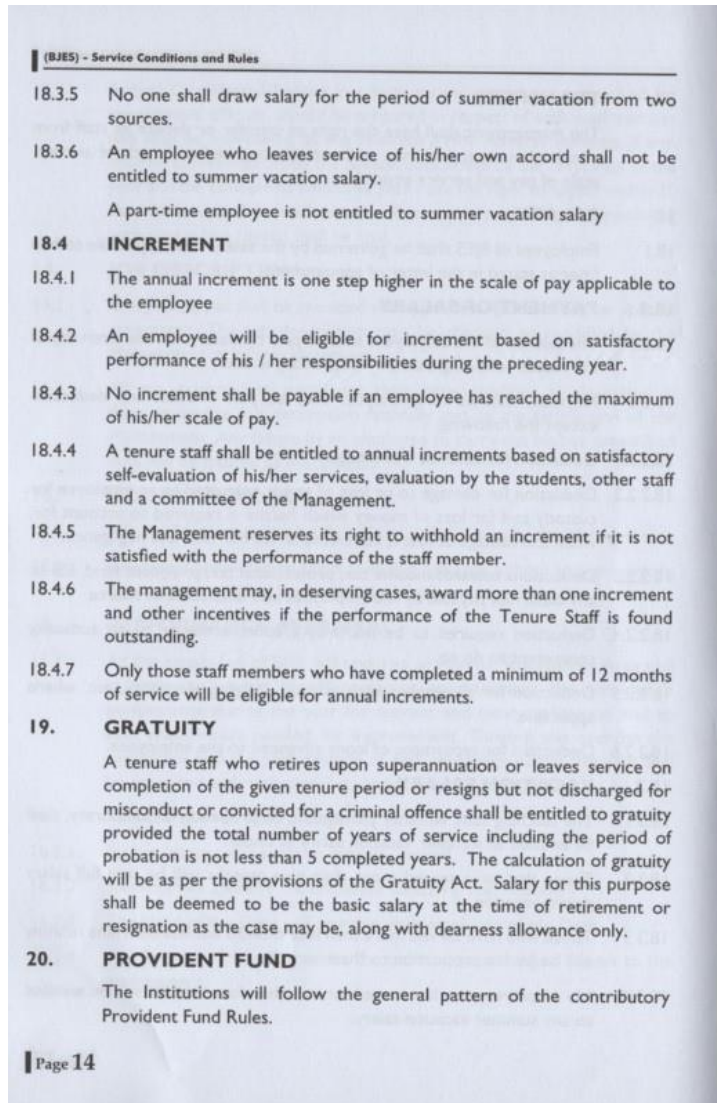
18.3 VACATION SALARY

18.3.1 The teaching staff, whether permanent, on probation or temporary, shall be entitled to summer vacation salary as under:

18.3.2 Those that have served more than nine months will be paid full salary during vacation.

18.3.3 Those who have served more than four months but less than nine months will be paid in proportion to their service.

18.3.4 No employee who has served for less than four months will be entitled to any summer vacation salary.



21.12 TYPES OF LEAVE**21.12.1 CASUAL LEAVE- CL**

- 21.13.1 An employee is entitled to 12 days of casual leave in a year.
- 21.13.2 Casual leave can be availed of for a maximum of 3 days at a time.
- 21.13.3 For faculty and staff on probation or on contract, one CL per calendar month is allowed.
- 21.13.4 An employee who joins after the 15th of the month will not be eligible for CL during that month.
- 21.13.5 Casual leave can be taken for half day also.
- 21.13.6 Casual leave shall always be applied for before it is availed of. In case of urgency, however, this condition may be waived at the discretion of the sanctioning authority.
- 21.13.7 The authority competent to grant casual leave shall be the Principal/HM in case of teachers / other staff working under his administrative control.
- 21.13.8 In the case of Principal/HM, leave will be sanctioned by the Vice President/ Secretary or any other person authorized by the Governing Body.

21.14 EARNED LEAVE - EL

- 21.14.1 The teaching staff is not entitled to EL as they have vacation
- 21.14.2 Confirmed Administrative and Supportive Staff who have completed one full academic year will be eligible for EL of 25 days in a year.
- 21.14.3 For those who join in the middle of the academic year, EL will be on a prorated basis.
- 21.14.4 Probationers shall not be entitled to any earned leave during the first year of probation.
- 21.14.5 If a staff member is asked to work during EL, he/she shall be paid an additional allowance fixed by the management.
- 21.14.6 The non-teaching staff shall arrange with the Principal /HM in advance before availing himself/herself of the earned leave during the summer vacation.
- 21.14.7 In the case of exigency of work, the Principal or the Head of the Institution may direct the non-teaching staff member who intends to avail himself/herself of earned leave, to remain on duty during the earned leave period

and he/she will be paid salary and allowances on pro rata basis in respect of the days during which he/she could not avail himself/herself of the earned leave.

21.15 MATERNITY LEAVE

Female staff, excluding those on contract appointment, temporary, probationary and part-time service, are entitled to maternity leave on full pay for a period not exceeding 90 days. This leave will be available up to twice in the entire career of the concerned staff. Only those having less than two surviving children are eligible for this benefit.

21.16 PATERNITY LEAVE

A male staff, excluding those on contract appointment, temporary, probationary and part-time service, with less than two surviving children may be granted paternity leave for a period of 15 days during the confinement of his spouse i.e. up to 15 days before or up to six months from the date of delivery of the child. If such leave is not availed of within this period it shall lapse. This leave will be available up to twice in the entire career of the concerned staff.

21.17 DUTY LEAVE

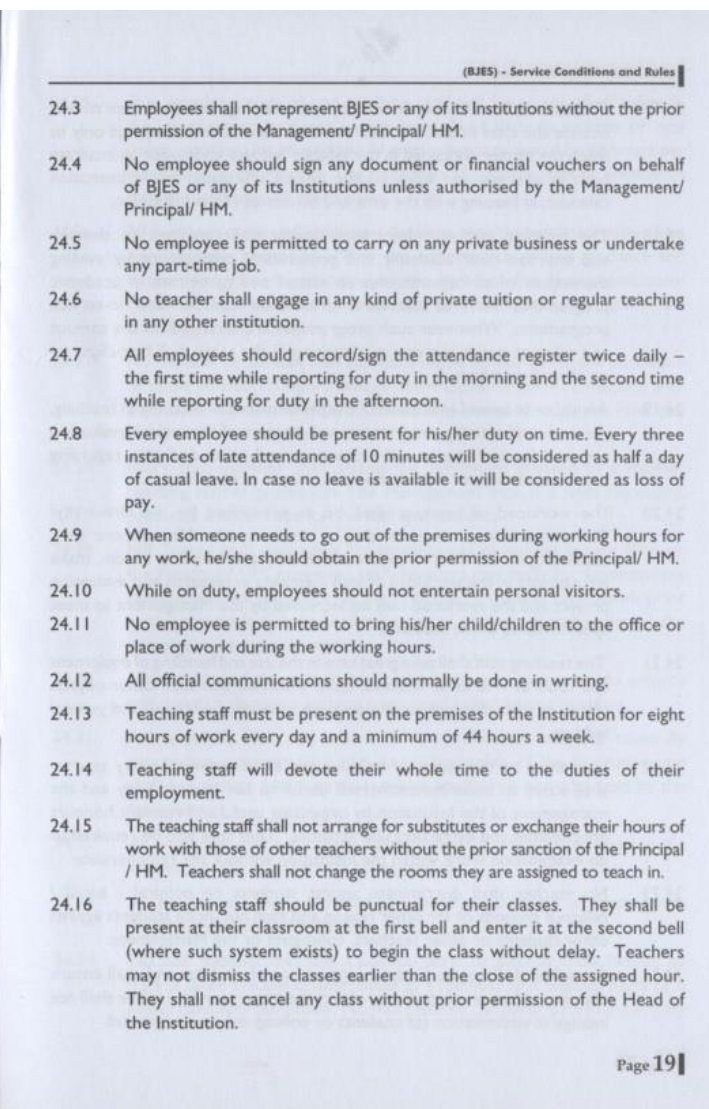
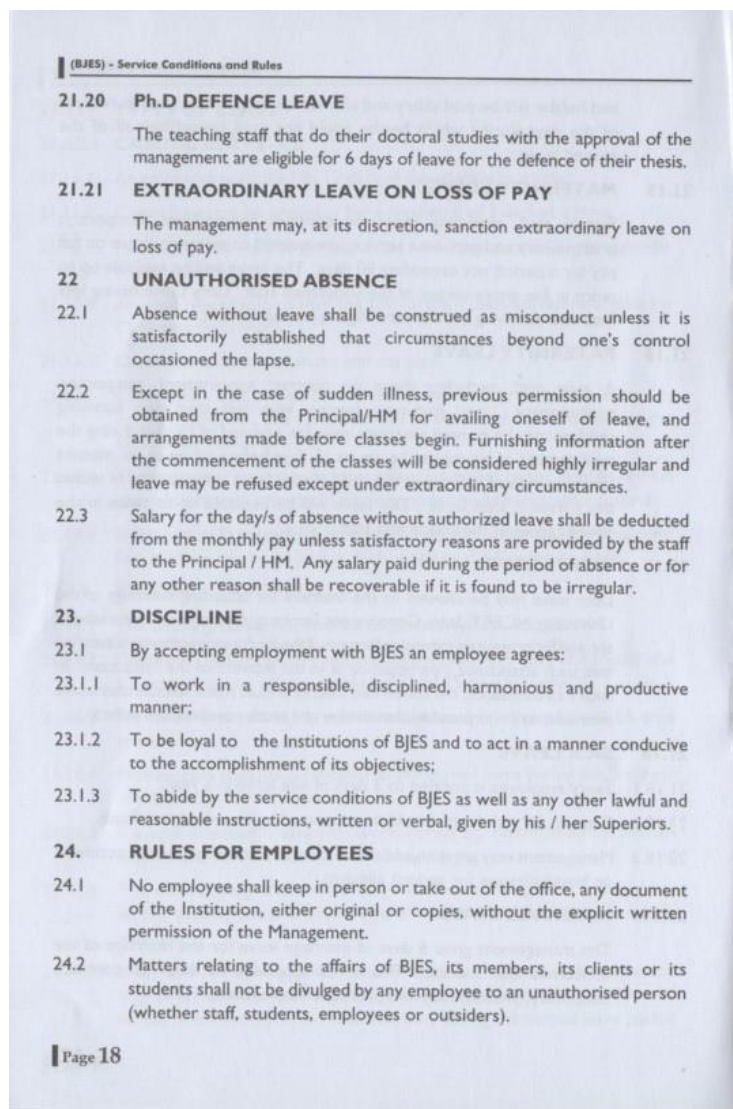
Duty leave may be allowed to the teachers for attending meetings of the University, NCERT, State Government Seminars, Conferences, Workshops etc. and for presenting extension lectures, if the sanctioning authority is satisfied that such attendance / participation is in the interest of the Institution. In such a circumstance, the concerned teacher should make suitable alternative provision, as far as possible, that neither the work nor discipline suffers.

21.18 SICK LEAVE

- 21.18.1 Every employee is entitled to 3 days of sick leave in a year.
- 21.18.2 Request for sick leave should be supported by a medical certificate.
- 20.18.3 Management may grant an additional leave of 15 days for serious accidents or hospitalization for serious ailments.

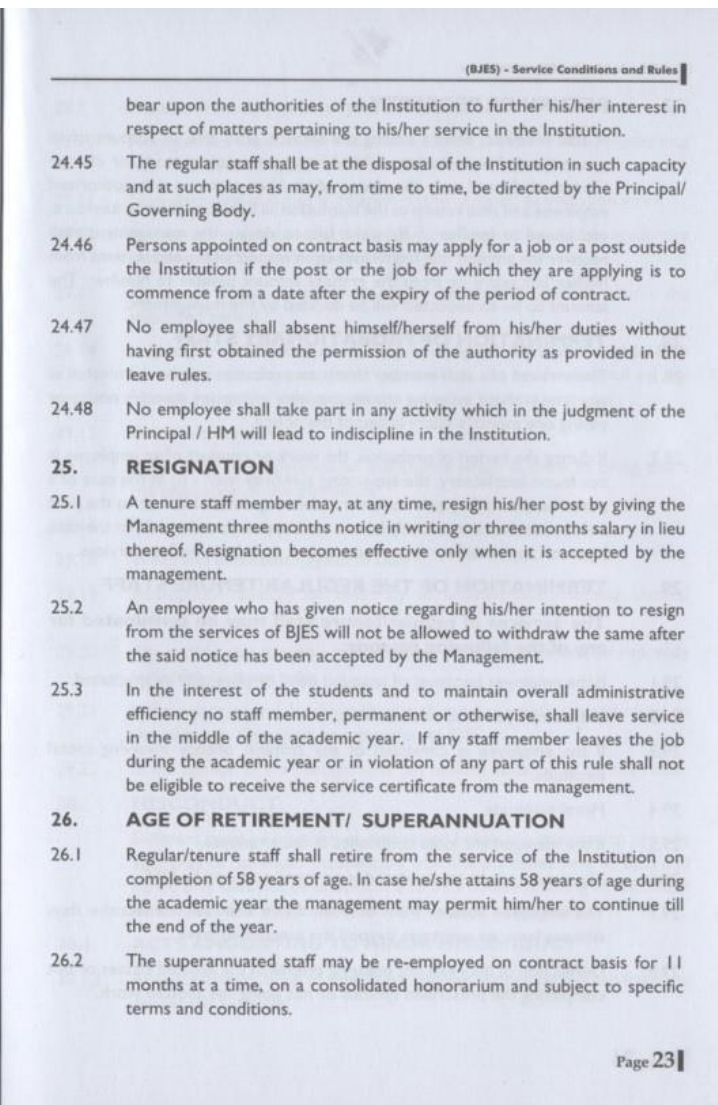
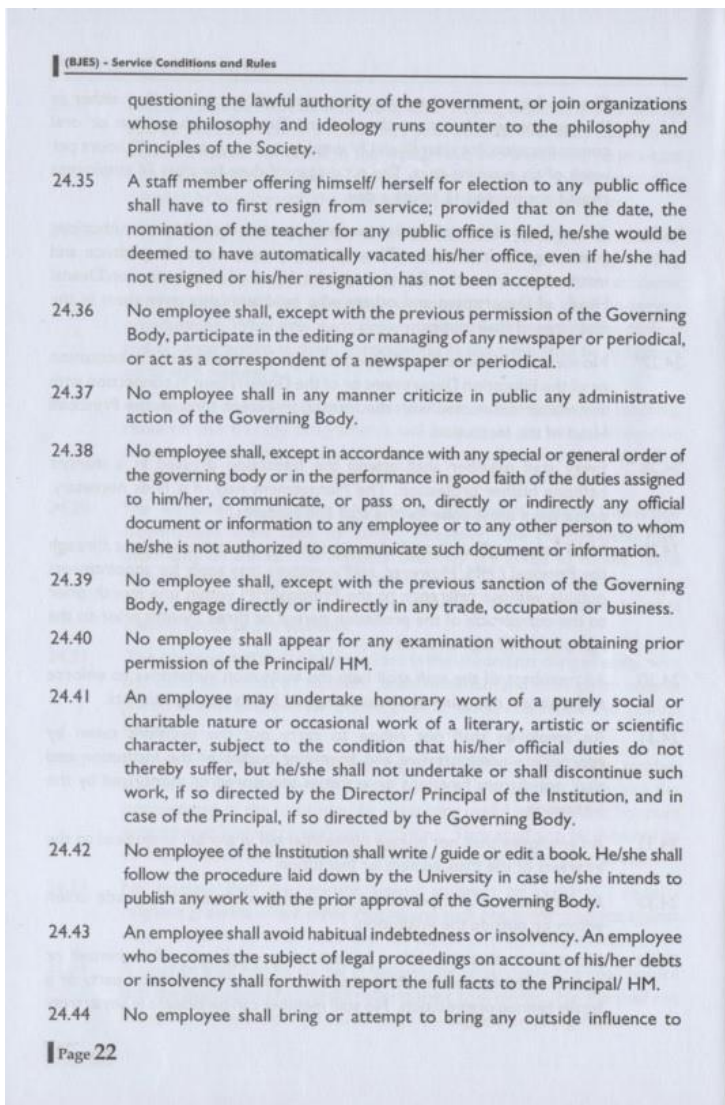
21.19 MARRIAGE LEAVE

The management gives 6 days of marriage leave for the marriage of the concerned staff member. This is not applicable to those on contract, temporary, probationary and part-time employment.



- 24.17 Teachers shall be available in the campus for helping students in their studies outside the class hours. All teachers shall deem it their duty not only to teach the matter contained in the syllabus but also endeavour to inculcate both by example and work a value system articulated in the Institution calendar, in keeping with the aims and objectives of the Institution.
- 24.18 The teaching staff members shall devote their energies to develop and improve their academic and professional competence by availing themselves of all opportunities to attend and participate in academic programmes such as seminars, orientation courses and in-service programmes. Whenever such programmes are arranged on the campus and relevant notice is given, participation in the same shall be obligatory on all staff members.
- 24.19 Annual or bi-annual evaluation of the performance of teachers in teaching, research and training programmes will be part of the annual evaluation required for increments and promotions and other decisions regarding tenure, extension or termination of contract, probation, etc.
- 24.20 The workload of teachers shall be as prescribed by the University/ Government from time to time. However, the Management may, depending on the kind of projects that they are asked to handle, make adjustments in the workload of staff members in research and evaluation project and the workload may be increased by the Management to meet specific needs of the students.
- 24.21 The teaching staff shall take great care in the use and handling of equipment and tools as well as all facilities, study materials and such other objects placed at their disposal for the purpose of work, recreation and general welfare.
- 24.22 In addition to the duties of teaching and allied activities, every teacher shall strive to make himself/herself useful to the student body and the management of the Institution by organizing useful and relevant honours programmes and extracurricular activities. They shall also be required to do examination work within the Institution without any remuneration.
- 24.23 No teacher shall discriminate against students on political / social / religious grounds or for other reason and shall not incite students against other students or other teachers, colleagues or the Management.
- 24.24 A teacher shall not be partial in assessment of students and shall ensure that the evaluation of students reflects their true merits. He/she shall not indulge in victimization (of students or colleagues) on any ground.

- 24.25 The working hours of non-teaching staff will be as specified either in the appointment letter or changed and fixed through written or oral communication; for class III and IV employees they would be 48 hours per week of six working days. The total span of duty for class IV employees should not exceed 12 hours a day.
- 24.26 All members of the staff shall show due respect to the legitimate authorities governing the Institution. They are expected to receive guidance and instructions from the Principal as the Head of the Institution/Deans/ Heads of Department and others who hold authority over them in the discharge of their duties.
- 24.27 No member of the staff shall approach higher authorities of the Institution or of the Education Department or of the Government in connection with any matter connected with the Institution except through the Principal/ Head of the Institution.
- 24.28 Every staff member shall attend the Institution dressed in a manner befitting his/her profession. The Management may, if it finds necessary, prescribe a dress code for the staff and students.
- 24.29 No Tenure staff shall apply for appointment elsewhere except through the Principal / HM. However, staff members may apply for appointments outside without reference to the Principal/HM within one month prior to the completion of the probation period or three months prior to the completion of a given tenure.
- 24.30 All members of the staff shall help the Institution authorities to enforce and maintain discipline and inculcate good habits among students.
- 24.31 An employee shall not refuse to carry out the decisions taken by appropriate administrative and governing bodies of the Institution and shall not disrupt functions or activities sponsored or authorized by the Institution.
- 24.32 An employee shall not engage himself/herself in any act prejudicial to the interests of the Management or Institution
- 24.33 An employee is not permitted to join any association or trade union within or outside the Institution.
- 24.34 No staff member may join a political party or directly allow himself or herself to be elected or nominated as a member of a political party or a legally banned organization. No staff member can participate in any activity



27. RETURN OF PROPERTY

A staff member, before leaving the service, shall give an account of all property of the Institution in his / her possession, custody or charge. He /she shall hand over the charge of his / her post to a duly authorized employee and shall return to the Institution all books, apparatus, furniture, etc. issued to him/her. If he/she fails to do so, the management shall recover the amount due from him/her, in respect of the above items from his/her last salary or from the gratuity amount payable to him/her. The amount to be so deducted will be decided by the management.

28. TERMINATION OF PROBATIONARY STAFF.

28.1 The services of a staff member that is on probation may be terminated at any time without assigning any reason, after giving one month's notice or paying one month's salary in lieu of the notice.

28.2 If during the period of probation, the work or conduct of an employee is not found satisfactory, the appointing authority may: - (i) In the case of a person appointed by promotion/transfer, may revert him/her to the post held by him/her immediately before such appointment and (ii) in the case a person appointed by direct recruitment, terminate his/her services.

29. TERMINATION OF THE REGULAR/TENURE STAFF

The services of regular/tenure staff may be terminated for any of the following reasons:

- 29.1 If the employee becomes of unsound mind or physically incapacitated.
- 29.2 If the employee becomes insolvent.
- 29.3 If the employee is convicted of any criminal offence involving moral turpitude.
- 29.4 Moral turpitude
- 29.5 If the management loses confidence in the employee.
- 29.6 The nature of service rendered is no more required by BJES.
- 29.7 The employee absents from duty for more than ten consecutive days without leave or overstays beyond the sanctioned leave.
- 29.8 Dereliction of duty like not engaging oneself in the allotted classes or not completing the prescribed syllabus or not doing the allotted work.

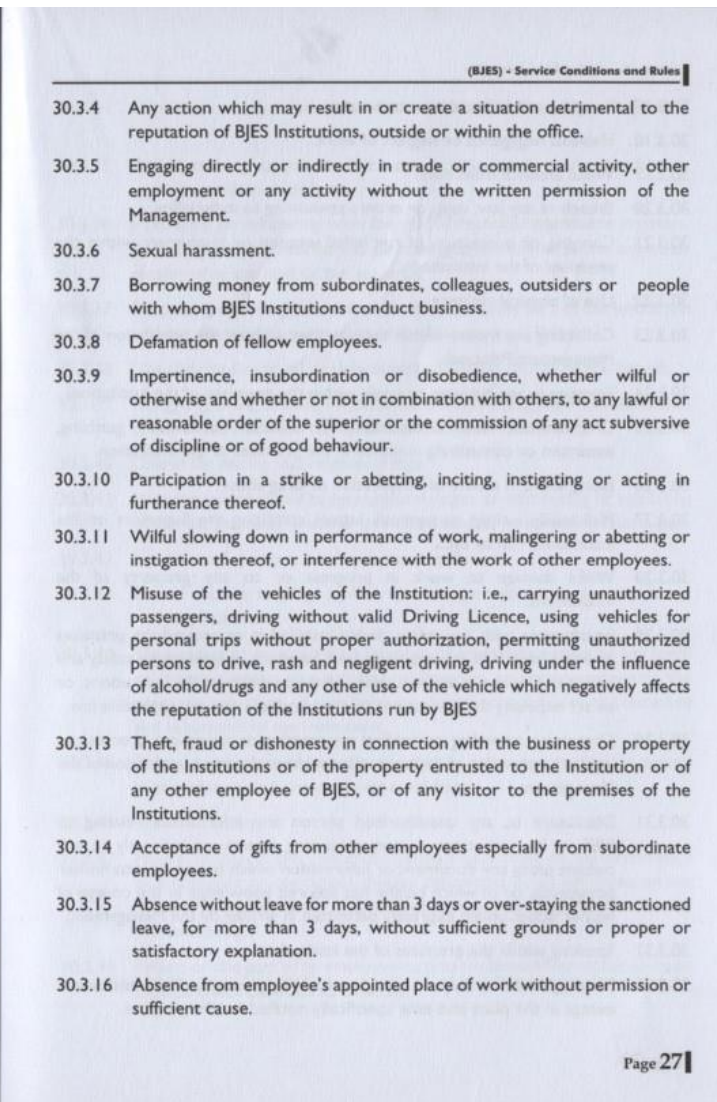
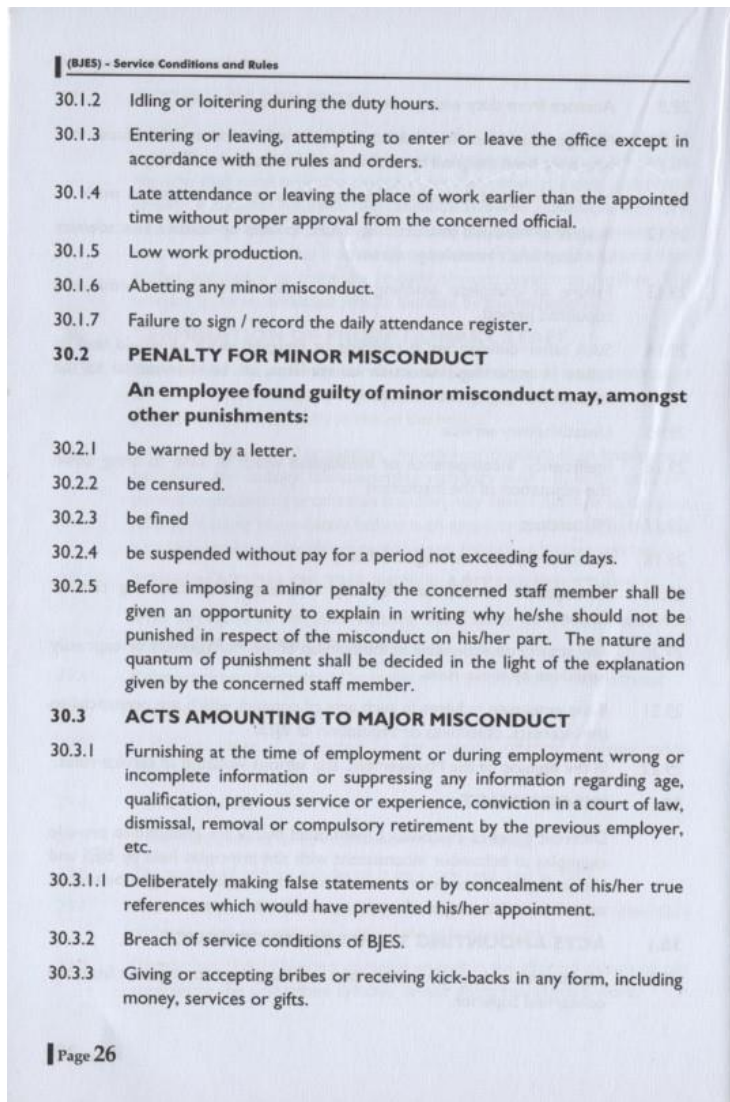
- 29.9 Absence from duty without previous intimation
- 29.10 Negligence of academic or extracurricular or clerical or other duties that may have been assigned by the Head of the Institution/Principal
- 29.11 Non-discharge of duties in relation to the assigned examination work
- 29.12 In spite of repeated instructions, failure to keep up-to-date in academics and keep one's knowledge abreast.
- 29.13 Failure to complete teaching of the prescribed syllabus within the stipulated period.
- 29.14 Such other deficiencies in teaching or assigned work as would lead to failure in imparting instruction to students, or be detrimental to the smooth running of the Institution.
- 29.15 Unsatisfactory service.
- 29.16 Inefficiency, incompetence or indiscipline which is liable to bring down the reputation of the Institution
- 29.17 Misconduct
- 29.18 Wilful and persistent neglect of duty
- 29.19 Participation directly or indirectly in unauthorized coaching classes/ tuitions.
- 29.20 Any activity objectionable in the opinion of the Management or expressly forbidden by these rules.
- 29.21 If the employee indulges in such acts of conduct which are prejudicial to the interests, objectives or reputation of BJES.
- 29.22 In the opinion of the Management, any serious violation of service rules.

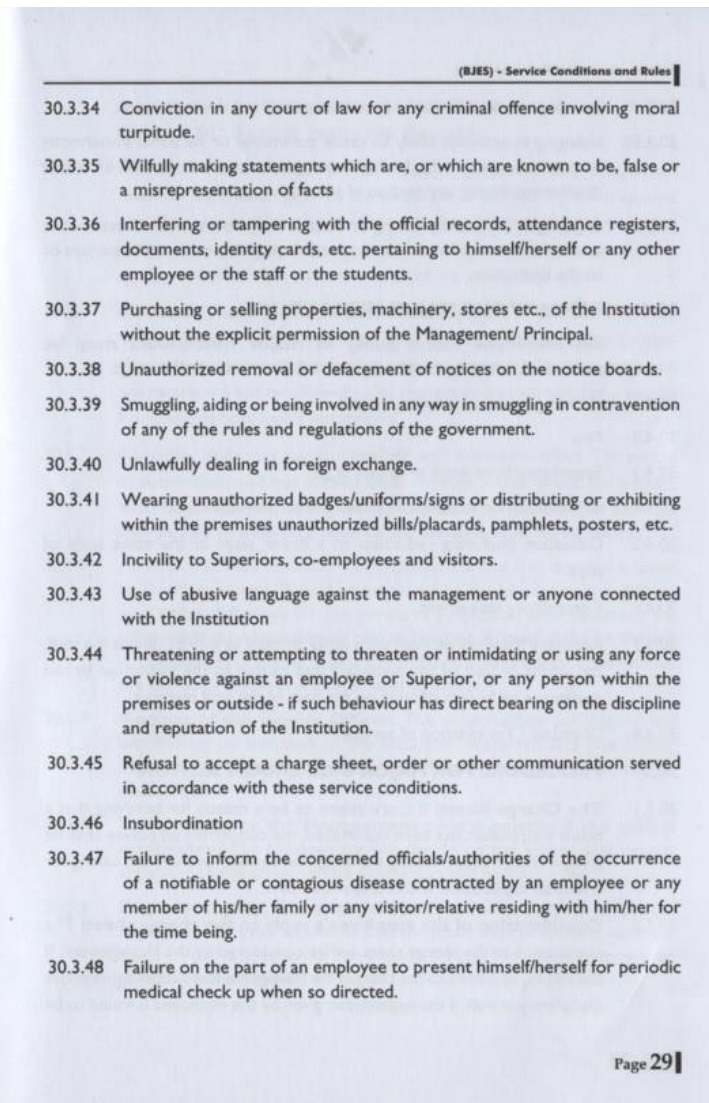
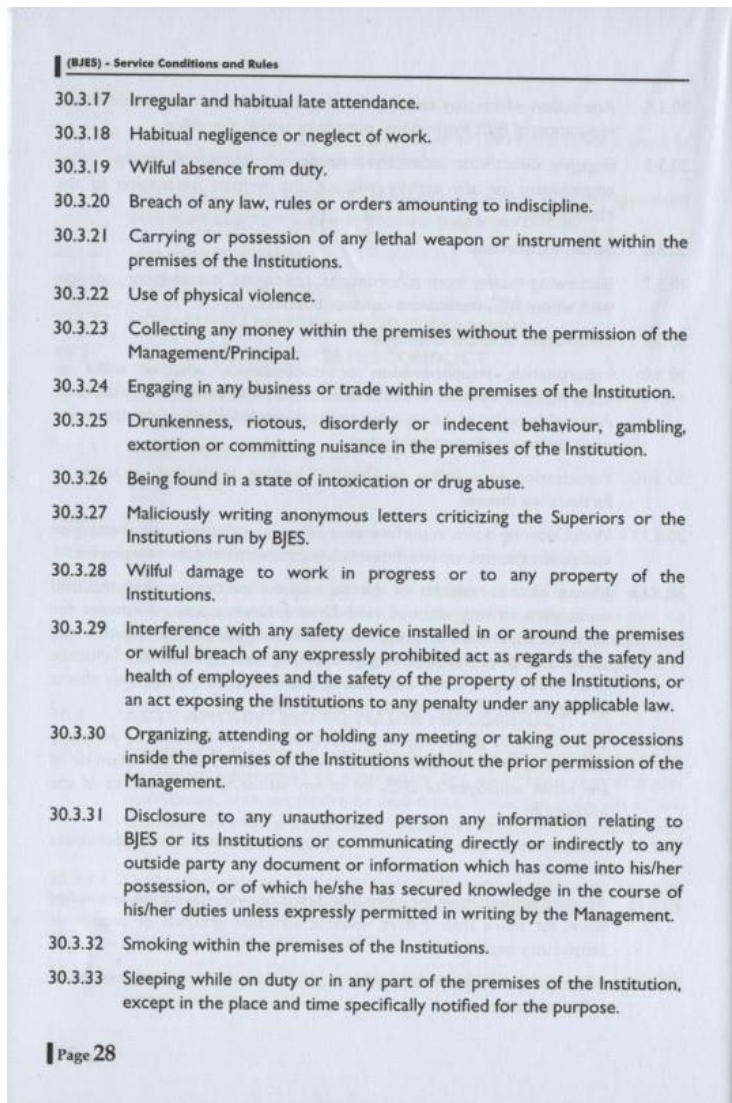
30. MISCONDUCT

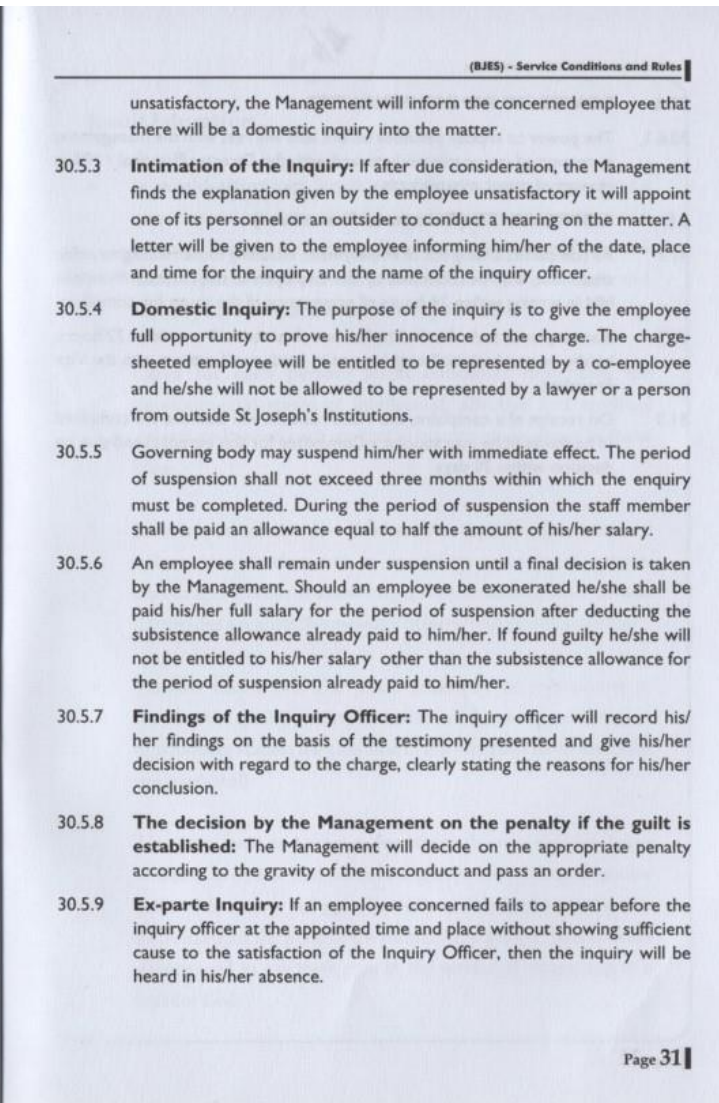
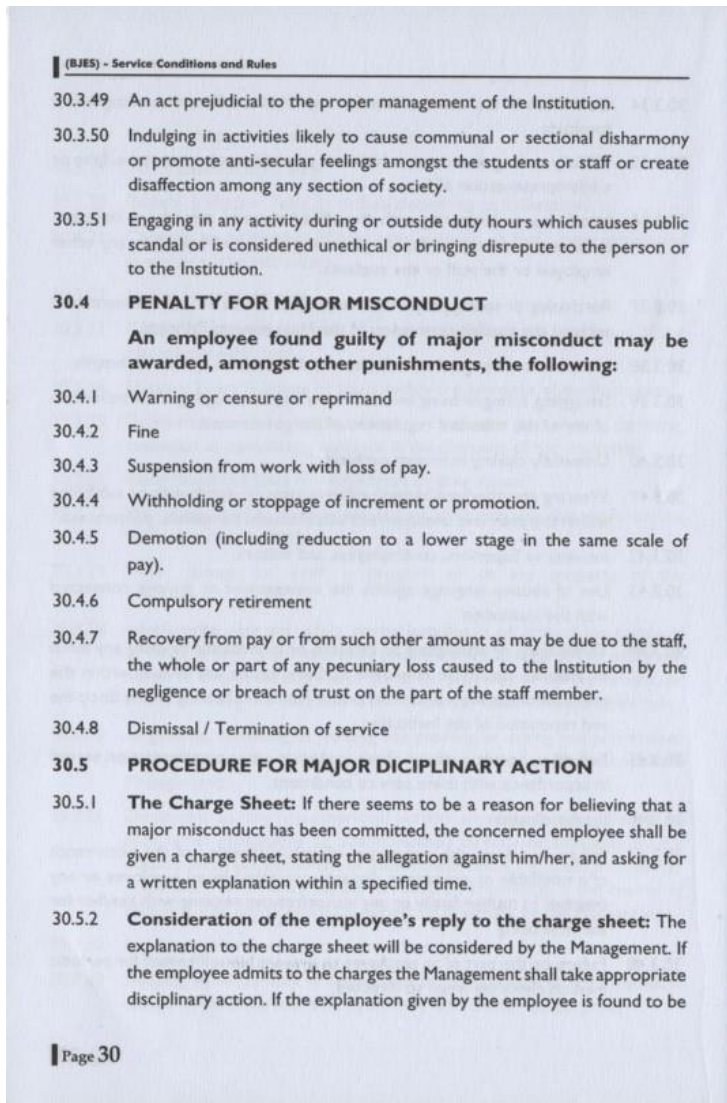
Different types of misconduct mentioned below are intended to provide examples of behaviour inconsistent with the principles held by BJES and hence they shall not be understood to be a complete listing of behaviour or activities that may be deemed to constitute misconduct.

30.1 ACTS AMOUNTING TO MINOR MISCONDUCT

- 30.1.1 Absence from duty up to three days without proper permission from the concerned Superior.







30.6 POWER TO IMPOSE PENALTIES

30.6.1 The power to impose penalties on the staff will rest with the management in respect of major misconducts and with the Director/Principal / HM in respect of minor misconducts.

31. COMPLAINTS (Grievance Procedure)

31.1 All complaints arising out of employment, including those relating to unfair treatment, shall be submitted by the employee to the Director/Principal/HM in writing within 24 hours of occurrence of the cause for complaint.

31.2 If an employee feels that he/she has not obtained redress within 72 hours, he/she may submit his/her grievance in writing and present it to the Vice President.

31.3 On receipt of a complaint, the Vice President will examine the complaint (if he thinks fit he may appoint a Committee for this purpose) and give his decision within 30 days.

Jesuit Education ...

- **Is world-affirming:** Jesuit education acknowledges God's presence and action in all of creation: in nature, in history and in persons. Therefore, it affirms the radical goodness of the world and it regards every element of creation as worthy of study and contemplation, capable of endless exploration.
- **Cares for each person:** Jesuit education recognizes the developmental stages of intellectual, affective and spiritual growth and assists each student to mature gradually in all these areas.
- **Is value-oriented:** Jesuit education includes formation in values, in attitudes, and in an ability to evaluate criteria; encourages a realistic knowledge, love, and acceptance of self. It provides a realistic knowledge of the world in which we live.
- **Pursues excellence:** The Jesuit education helps students to develop the qualities of mind and heart that will enable them - in whatever station they assume in life - to work with others for the good of all.
- **Is to form men and women for others:** Jesuit education helps students to realize that talents are gifts to be developed, not for self-satisfaction or self gain, but rather, with the help of God, to be utilized for the good of the human community. Students are encouraged to use their gifts in the service of others, out of a love for God.

St. Joseph's College of Commerce (Autonomous)