

Fide et Labore | Faith and Toil



The College Crest

The emblem of the College dates back to the French Foreign Missionary Fathers who started this Institution of higher learning in the year 1882. It is made up of one scroll which is placed beneath the palm leaves, on which is inscribed the motto of the Institution in Latin – 'Fide et Labore'. The shield bears a cross in the centre which is symbolic of Christian faith and there are two bees on either side of the lower part of the cross representing hard work. The crown which is placed above the shield is a heraldic symbol of supremacy and glory. The compartment beneath the shield consists of palm leaves that are a sign of victory.

The College motto is 'Fide et Labore' which means faith and toil. Faith among other things gives persons a commitment to God, to her/his fellow women/men and to intellectual pursuits. Toil is a necessary prerequisite for any success.



SERVICE RULES AND CONDITIONS of

The Bangalore Jesuit Educational Society

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EDUCATIONAL INSTITUTIONS RUN BY

BANGALORE JESUIT EDUCATIONAL SOCIETY

- I. St. Joseph's College
- 2. St. Joseph's College of Commerce
- 3. St. Joseph's Evening College
- 4. St. Joseph's College of Business Administration
- 5. St. Joseph's Pre-University College
- 6. St. Joseph's Evening Pre-University College
- St. Joseph's Boys' High School
- 8. Loyola Higher Primary School
- 9. Loyola High School
- 10. Loyola Composite Pre-University College
- 11. Loyola Industrial Training Centre
- 12. Loyola Industrial Training Centre Hostel
- 13. St. Joseph's Institution Hostels

BANGALORE JESUIT EDUCATIONAL SOCIETY (BJES) SERVICE CONDITIONS AND RULES

PREFACE

The Bangalore Jesuit Educational Society, hereinafter called BJES, is a registered, non-profit making, non-sectarian, non-governmental, educational organization engaged in education, research and training.

The service conditions and rules of service of BJES governing the employees of BJES have been in existence for many years and have been revised from time to time. The revised version given below has been approved by the Governing Body of BJES and will come into effect from January 21, 2014.

I. PRELIMINARIES

GENERAL PRINCIPLES

- 1.1.1 The purpose of Service conditions and rules is to provide the employees of BJES with a statement of a basic personnel policy.
- 1.1.2 The service conditions and rules enunciated herein are not exhaustive but they do provide a sufficient foundation for guiding both the employer and the employees in the interpretation and implementation of personnel policy.
- 1.1.3 The employees of BJES (the ones who are in employment or those who will be employed in future) are governed by the terms and conditions of their appointment and also by these service conditions and rules and any other that may be stipulated by the Governing Body from time to time.
- 1.1.4 The Governing Body of BJES is responsible for prescribing and interpreting the Service Conditions and Rules. The Director/ Principal /Headmaster/ Headmistress (HM) shall administer them.
- 1.1.5 Where questions of interpretation or implementation arise, the interpretation and decision of the Governing Body shall be final and binding.
- 1.1.6 Nothing in these Service Rules and Conditions shall preclude the Management from making additional rules as may be deemed fit. The Governing Body of BJES reserves the right to amend, alter, delete or add to any of these rules without giving any prior notice to the employees of its Institutions. Such a modification will be binding on the employees from the date specified while making the modification.

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.
- "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.

3. OFFICIALS

3.1 DIRECTOR/ADMINISTRATOR

3.1.1 The Director/Administrator is the Chief Executive Officer of the Institution. He represents the management in the Institution. As such, he plays the role of liaison between the Management and the employees. Ordinarily, it is the Director/Administrator who is the bridge between the Management and the Institution. Hence all the correspondence is to be routed through him.

3.1.2 Some of the main features of his functions are:

- 3.1.2.1 He plays an active role in the overall management of the Institution. He participates in all meetings and chairs them.
- 3.1.2.2 As the representative of the Management, he is the ex-officio member of all policy making bodies of the Institution- the Governing Body, Academic Council, and other important committees.
- 3.1.2.3 He is primarily responsible for the recruitment, confirmation, promotion and discharge of the staff and also the admission of students.
- 3.1.2.4 He is responsible for all legal matters and matters pertaining to the general administration of the Institution. He represents the management before all the Government/ regulatory agencies.
- 3.1.2.5 He maintains the Service Registers of the employees and administers the salary of the staff, sanction of increments, sanction of loan, recovery of loan, sanction of all kinds of leave (except casual leave), deduction towards income tax, Provident Fund, etc.
- 3.1.2.6 He guides and supervises the Principal / HM, who is the academic head of the Institution, in the day-to-day running of the Institution.
- 3.1.2.7 He appoints the heads of Departments in consultation with the Principal/HM.
- 3.1.2.8 He oversees the functioning of the Finance Office, Maintenance Manager and Information Centre.
- 3.1.2.9 He is in charge of all the financial transactions of the Management, giving scholarships for the poor and any other financial assistance to the students and the staff. He mobilizes resources for the infrastructural and overall development of the Institution. He supervises and maintains the properties, both movable and immovable, of the Institution.

3.1.2.10 He is the authority to appoint the acting Principal/HM in the prolonged or temporary absence of the Principal/HM.

3.2 PRINCIPAL / HEADMASTER/ HEADMISTRESS (HM)

- The Principal / HM shall normally be chosen from among the qualified members of the Society of Jesus. He will be the Chief Executive Officer of the Institution and, unless otherwise provided, shall also be the Correspondent of the Institution. It shall be his primary duty to maintain high academic standards, discipline among staff and students, inculcate in students a sense of values and concern for the disadvantaged and attend to the on-going formation of students and faculty.
- 3.2.2 The Principal/ HM shall act as the coordinator between the Management and the staff and shall be responsible for communicating to the staff the guidelines and policies evolved by the Management and for ensuring their proper implementation. He/she shall also provide the Management with requisite information for the proper Management of the Institution. He/she shall be accountable to the Management in all aspects of the life and work of the Institution he/she heads.
- 3.2.3 The Principal / HM shall have to maintain a healthy blend of academic interest and administrative responsibility. He/she will organize workshops and seminars for the faculty and staff and encourage them to participate in seminars at the State and National levels. He/she shall maintain healthy relations with the Board of Education, the University and the Government and adopt a proactive approach.
- 3.2.4 The Principal / HM will have the autonomy concerning the prescribed Departmental / University fees charged to students, where he/she is accountable to the Education Department or University. He/she shall maintain proper accounts as per departmental rules and regulations.
- 3.2.5 As regards financial management, he/she shall prepare the annual budget as per the pro-forma in use or prescribed from time to time and submit it to the Director/Vice President by the end of January. All the funds of the Institution will be invested through the centralized pool of accounts by the Vice-President and the Treasurer of the Society.
- 3.2.6 The Principal / HM shall, when deemed necessary by the Management, be assisted by a Correspondent who will be a Jesuit.
- 3.2.7 The Principal / HM may be appointed among the lay people also. He/she may be guided/assisted by a Director who will be a Jesuit.

- 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 ADMINSTRATIVE 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:

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	A Graduate or equivalent degree with 5
Assistant Accountant	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,	SSLC
Laboratory Bearer, Attendant,	COMPANDED DE LA COMPANDA DEL COMPANDA DEL COMPANDA DE LA COMPANDA
Peon, Daftry, Chowkidar)	No. of the Control of

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:

- The Director or Jesuit Principal informs the Vice President of the vacancies and with his approval starts the recruitment process, which may include 6.1.1 issuing advertisements, inviting applications and holding interviews, etc.
- Each Institution shall have the same standard format for evaluating the candidates during the personal interview. After the interview, each 6.1.2 committee member will record the marks in the evaluation form, sign it and place it in a sealed envelope. The Director and also those who conduct the interview will submit their evaluations in sealed envelopes The sealed envelopes will be submitted to the Vice President who will submit them to the governing body for its approval.

APPOINTING AUTHORITY 7.

- The letter of appointment of the Principal/ HM will be signed by the 7.1 President.
- The letter of appointment of teaching and non teaching staff will be jointly 7.2 signed by the Vice-President / Secretary and Administrator / Director.

RECRUITMENT/APPOINTMENT OF PART-TIME AND 8. **TEMPORARY STAFF**

- If the Principal is a Jesuit, he is empowered to appoint part-time and 8.1 temporary staff under intimation to the Vice President.
- If the Principal is a lay person, then the Jesuit Director may appoint the 8.2 part-time and temporary staff.
- A non-Jesuit Principal is not authorised to appoint any staff member or 8.3 issue any letter of appointment.

PROBATION AND CONFIRMATION 9.

- On initial appointment, the staff will be on probation for a period of two 9.1 years and will be paid a consolidated salary. They will not be entitled to any increments or other allowances.
- 9.2 The completion of the probationary period will not entitle any person to the right for appointment as a tenure Staff.
- The probation period may be extended by six months at a time and up to 9.3 a maximum period of one year, if his/her performance is not satisfactory. The probationary period shall, in no case, be extended beyond three years from the date of appointment.

- The Management, upon assessing the evaluation reports, will decide if 9.4 the probation has been successfully completed or not. Those who have successfully completed their probation period (based on a thorough selfvaluation, evaluation by the students, staff and the committee constituted by the Management) will be confirmed in their position.
- After declaration of the satisfactory completion of the probationary 9.5 period, the salary of the staff may be fixed in the salary scale as applicable to the staff.

TENURE STAFF 10.

- On successful completion of the probation period, the staff will be 10.1 appointed on tenure for a period of five years.
- The Management will normally extend the tenure appointments by 10.2 further periods of five years at a time so long as the Management finds the performance of the staff member satisfactory. The extension of the tenure will be at the sole discretion of the Management and no staff shall claim it as a matter of right.

EMPLOYMENT TO IMMEDIATE FAMILY MEMBERS 11.

No person who has a member of his or her immediate family (parents, siblings and children) already employed in an Institution belonging to BIES shall be employed in the same Institution, unless the management in rare cases and for very important reasons, which should be recorded in writing, chooses to make an exception. Consequently, if any two employees working in the same Institution get married, one of them, preferably the junior in service, will leave the job or seek a transfer to another Institution.

12. AGE OF ENTRY

No person who has not attained 18 years of age shall be appointed to any post.

SERVICE RECORD 13.

Service Record of every staff of the Institution shall be maintained by 13.1 the Director in the printed service books similar to those prescribed for government officials. Besides, separate personal files of the staff shall be maintained by him. If the Principal /HM are Jesuits they will maintain the service records.

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

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.

- 18.3.5 No one shall draw salary for the period of summer vacation from two sources.
- 18.3.6 An employee who leaves service of his/her own accord shall not be entitled to summer vacation salary.

A part-time employee is not entitled to summer vacation salary

18.4 INCREMENT

- 18.4.1 The annual increment is one step higher in the scale of pay applicable to the employee
- 18.4.2 An employee will be eligible for increment based on satisfactory performance of his / her responsibilities during the preceding year.
- 18.4.3 No increment shall be payable if an employee has reached the maximum of his/her scale of pay.
- 18.4.4 A tenure staff shall be entitled to annual increments based on satisfactory self-evaluation of his/her services, evaluation by the students, other staff and a committee of the Management.
- 18.4.5 The Management reserves its right to withhold an increment if it is not satisfied with the performance of the staff member.
- 18.4.6 The management may, in deserving cases, award more than one increment and other incentives if the performance of the Tenure Staff is found outstanding.
- 18.4.7 Only those staff members who have completed a minimum of 12 months of service will be eligible for annual increments.

19. GRATUITY

A tenure staff who retires upon superannuation or leaves service on completion of the given tenure period or resigns but not discharged for misconduct or convicted for a criminal offence shall be entitled to gratuity provided the total number of years of service including the period of probation is not less than 5 completed years. The calculation of gratuity will be as per the provisions of the Gratuity Act. Salary for this purpose shall be deemed to be the basic salary at the time of retirement or resignation as the case may be, along with dearness allowance only.

20. PROVIDENT FUND

The Institutions will follow the general pattern of the contributory Provident Fund Rules.

21. LEAVE

- There are different types of leave provided for the employees of BJES.
- 21.2 While leave is the privilege of an employee, it is granted subject to the exigencies of work. Hence, the concerned authority has the discretion to refuse, postpone, curtail or revoke leave according to the exigencies of service and the situation.
- 21.3 All leaves are in proportion to the number of days worked.
- An employee seeking leave shall submit an application before proceeding on leave. He/she shall not proceed on leave unless the said leave has been approved by the authority concerned. Application for leave for more than three days should be made at least four days in advance. Application for leave for more than ten days should be made at least fifteen days in advance and should bear the leave address.
- In case of an emergency or unforeseen circumstances when an employee may not be able to obtain prior approval of leave, he/she shall immediately contact and/or inform his/her authority about his/her inability to attend office and the period as well as the reason for which such leave is required. If the grounds for leave are not acceptable to the authorities, then the employee must report for duty immediately. If such oral intimation is accepted by the authority it should be followed by a written leave request immediately on rejoining duty.
- 21.6 If an employee does not have leave to his/her credit, the days of absence from duty, if sanctioned, shall be treated as leave without pay.
- 21.7 An employee who has absented himself / herself without prior approved leave for a period of more than 10 consecutive calendar days shall be deemed to have left his/her job on his/her own accord.
- 21.8 No two types of leave can be combined.
- 21.9 Any holiday falling within the leave period shall be treated as part of the leave.
- 21.10 Taking leave during the term of work should be avoided as far as possible in the interest of the students. However, the management will sympathetically consider an application for leave due to emergency.
- 21.11 To avoid inconvenience to the students a teaching staff member availing himself/herself of leave should either arrange for his/her classes to be conducted by other teachers/ colleagues, or on return, should conduct additional classes to make good the missed classes.

TYPES OF LEAVE 21.12

21.12.1 CASUAL LEAVE- CL

- An employee is entitled to 12 days of casual leave in a year. 21.13.1
- Casual leave can be availed of for a maximum of 3 days at a time. 21.13.2
- For faculty and staff on probation or on contract, one CL per calendar 21.13.3 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.
- 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.
- 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
- 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

MATERNITY LEAVE 21.15

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.

PATERNITY LEAVE 21.16

A male staff, excluding those on contract appointment, temporary, and part-time service, with less than two surviving probationary 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

DUTY LEAVE 21.17

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

- Every employee is entitled to 3 days of sick leave in a year. 21.18.1
- Request for sick leave should be supported by a medical certificate. 21.18.2
- 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.

Ph.D DEFENCE LEAVE 21.20

The teaching staff that do their doctoral studies with the approval of the management are eligible for 6 days of leave for the defence of their thesis.

EXTRAORDINARY LEAVE ON LOSS OF PAY 21.21

The management may, at its discretion, sanction extraordinary leave on loss of pay.

UNAUTHORISED ABSENCE 22

- Absence without leave shall be construed as misconduct unless it is 22.1 satisfactorily established that circumstances beyond one's control occasioned the lapse.
- Except in the case of sudden illness, previous permission should be 22.2 obtained from the Principal/HM for availing oneself of leave, and arrangements made before classes begin. Furnishing information after the commencement of the classes will be considered highly irregular and leave may be refused except under extraordinary circumstances.
- Salary for the day/s of absence without authorized leave shall be deducted 22.3 from the monthly pay unless satisfactory reasons are provided by the staff to the Principal / HM. Any salary paid during the period of absence or for any other reason shall be recoverable if it is found to be irregular.

DISCIPLINE 23.

- By accepting employment with BJES an employee agrees: 23.1
- To work in a responsible, disciplined, harmonious and productive 23.1.1 manner;
- To be loyal to the Institutions of BIES and to act in a manner conducive 23.1.2 to the accomplishment of its objectives;
- To abide by the service conditions of BJES as well as any other lawful and 23.1.3 reasonable instructions, written or verbal, given by his / her Superiors.

RULES FOR EMPLOYEES 24.

- No employee shall keep in person or take out of the office, any document 24.1 of the Institution, either original or copies, without the explicit written permission of the Management.
- Matters relating to the affairs of BJES, its members, its clients or its 24.2 students shall not be divulged by any employee to an unauthorised person (whether staff, students, employees or outsiders).

- Employees shall not represent BJES or any of its Institutions without the prior 24.3 permission of the Management/ Principal/ HM.
- No employee should sign any document or financial vouchers on behalf 24.4 of BJES or any of its Institutions unless authorised by the Management/
- No employee is permitted to carry on any private business or undertake 24.5
- No teacher shall engage in any kind of private tuition or regular teaching 24.6
- All employees should record/sign the attendance register twice daily -24.7 the first time while reporting for duty in the morning and the second time while reporting for duty in the afternoon.
- Every employee should be present for his/her duty on time. Every three 24.8 instances of late attendance of 10 minutes will be considered as half a day of casual leave. In case no leave is available it will be considered as loss of
- When someone needs to go out of the premises during working hours for 24.9 any work, he/she should obtain the prior permission of the Principal/ HM.
- While on duty, employees should not entertain personal visitors. 24.10
- No employee is permitted to bring his/her child/children to the office or 24.11 place of work during the working hours.
- All official communications should normally be done in writing. 24.12
- Teaching staff must be present on the premises of the Institution for eight 24.13 hours of work every day and a minimum of 44 hours a week.
- Teaching staff will devote their whole time to the duties of their 24.14 employment.
- The teaching staff shall not arrange for substitutes or exchange their hours of 24.15 work with those of other teachers without the prior sanction of the Principal / HM. Teachers shall not change the rooms they are assigned to teach in.
- 24.16 The teaching staff should be punctual for their classes. They shall be present at their classroom at the first bell and enter it at the second bell (where such system exists) to begin the class without delay. Teachers may not dismiss the classes earlier than the close of the assigned hour. They shall not cancel any class without prior permission of the Head of the Institution.

- Teachers shall be available in the campus for helping students in their studies 24.17 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.
- The teaching staff members shall devote their energies to develop 24.18 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.
- Annual or bi-annual evaluation of the performance of teachers in teaching, 24.19 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.
- The workload of teachers shall be as prescribed by the University/ 24.20 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.
- The teaching staff shall take great care in the use and handling of equipment 24.21 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.
- In addition to the duties of teaching and allied activities, every teacher 24.22 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.
- No teacher shall discriminate against students on political / social / 24.23 religious grounds or for other reason and shall not incite students against other students or other teachers, colleagues or the Management.
- A teacher shall not be partial in assessment of students and shall ensure 24.24 that the evaluation of students reflects their true merits. He/she shall not indulge in victimization (of students or colleagues) on any ground.

- The working hours of non-teaching staff will be as specified either in 24.25 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.
- All members of the staff shall show due respect to the legitimate authorities 24.26 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.
- No member of the staff shall approach higher authorities of the Institution 24.27 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.
- Every staff member shall attend the Institution dressed in a manner 24.28 befitting his/her profession. The Management may, if it finds necessary, prescribe a dress code for the staff and students.
- No Tenure staff shall apply for appointment elsewhere except through 24.29 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.
- All members of the staff shall help the Institution authorities to enforce 24.30 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.
- No staff member may join a political party or directly allow himself or 24.34 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

questioning the lawful authority of the government, or join organizations whose philosophy and ideology runs counter to the philosophy and principles of the Society.

- A staff member offering himself/ herself for election to any public office 24.35 shall have to first resign from service; provided that on the date, the nomination of the teacher for any public office is filed, he/she would be deemed to have automatically vacated his/her office, even if he/she had not resigned or his/her resignation has not been accepted.
- No employee shall, except with the previous permission of the Governing 24.36 Body, participate in the editing or managing of any newspaper or periodical. or act as a correspondent of a newspaper or periodical.
- No employee shall in any manner criticize in public any administrative 24.37 action of the Governing Body.
- No employee shall, except in accordance with any special or general order of 24.38 the governing body or in the performance in good faith of the duties assigned to him/her, communicate, or pass on, directly or indirectly any official document or information to any employee or to any other person to whom he/she is not authorized to communicate such document or information.
- No employee shall, except with the previous sanction of the Governing 24.39 Body, engage directly or indirectly in any trade, occupation or business.
- No employee shall appear for any examination without obtaining prior 24.40 permission of the Principal/ HM.
- An employee may undertake honorary work of a purely social or 24.41 charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work, if so directed by the Director/ Principal of the Institution, and in case of the Principal, if so directed by the Governing Body.
- No employee of the Institution shall write / guide or edit a book. He/she shall 24.42 follow the procedure laid down by the University in case he/she intends to publish any work with the prior approval of the Governing Body.
- 24.43 An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings on account of his/her debts or insolvency shall forthwith report the full facts to the Principal/ HM.
- 24.44 No employee shall bring or attempt to bring any outside influence to

- bear upon the authorities of the Institution to further his/her interest in respect of matters pertaining to his/her service in the Institution.
- The regular staff shall be at the disposal of the Institution in such capacity 24.45 and at such places as may, from time to time, be directed by the Principal/
- Persons appointed on contract basis may apply for a job or a post outside 24.46 the Institution if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.
- No employee shall absent himself/herself from his/her duties without 24.47 having first obtained the permission of the authority as provided in the
- No employee shall take part in any activity which in the judgment of the 24.48 Principal / HM will lead to indiscipline in the Institution.

RESIGNATION 25.

- A tenure staff member may, at any time, resign his/her post by giving the 25.1 Management three months notice in writing or three months salary in lieu thereof. Resignation becomes effective only when it is accepted by the management.
- An employee who has given notice regarding his/her intention to resign 25.2 from the services of BJES will not be allowed to withdraw the same after the said notice has been accepted by the Management.
- In the interest of the students and to maintain overall administrative 25.3 efficiency no staff member, permanent or otherwise, shall leave service in the middle of the academic year. If any staff member leaves the job during the academic year or in violation of any part of this rule shall not be eligible to receive the service certificate from the management.

26. AGE OF RETIREMENT/ SUPERANNUATION

- 26.1 Regular/tenure staff shall retire from the service of the Institution on completion of 58 years of age. In case he/she attains 58 years of age during the academic year the management may permit him/her to continue till the end of the year.
- The superannuated staff may be re-employed on contract basis for 11 26.2 months at a time, on a consolidated honorarium and subject to specific terms and conditions.

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
- 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/
- 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.

- Idling or loitering during the duty hours. 30.1.2
- Entering or leaving, attempting to enter or leave the office except in 30.1.3 accordance with the rules and orders.
- Late attendance or leaving the place of work earlier than the appointed 30.1.4 time without proper approval from the concerned official.
- 30.1.5 Low work production.
- 30.1.6 Abetting any minor misconduct.
- Failure to sign / record the daily attendance register. 30.1.7

PENALTY FOR MINOR MISCONDUCT 30.2

An employee found guilty of minor misconduct may, amongst other punishments:

- 30.2.1 be warned by a letter.
- 30.2.2 be censured.
- 30.2.3 be fined
- be suspended without pay for a period not exceeding four days. 30.2.4
- Before imposing a minor penalty the concerned staff member shall be 30.2.5 given an opportunity to explain in writing why he/she should not be punished in respect of the misconduct on his/her part. The nature and quantum of punishment shall be decided in the light of the explanation given by the concerned staff member.

ACTS AMOUNTING TO MAJOR MISCONDUCT 30.3

- Furnishing at the time of employment or during employment wrong or 30.3.1 incomplete information or suppressing any information regarding age, qualification, previous service or experience, conviction in a court of law, dismissal, removal or compulsory retirement by the previous employer, etc.
- 30.3.1.1 Deliberately making false statements or by concealment of his/her true references which would have prevented his/her appointment.
- 30.3.2 Breach of service conditions of BIES.
- Giving or accepting bribes or receiving kick-backs in any form, including 30.3.3 money, services or gifts.

- Any action which may result in or create a situation detrimental to the 30.3.4 reputation of BJES Institutions, outside or within the office.
- Engaging directly or indirectly in trade or commercial activity, other 30.3.5 employment or any activity without the written permission of the
- Sexual harassment. 30.3.6
- Borrowing money from subordinates, colleagues, outsiders or people 30.3.7 with whom BJES Institutions conduct business.
- Defamation of fellow employees. 30.3.8
- Impertinence, insubordination or disobedience, whether wilful or 30.3.9 otherwise and whether or not in combination with others, to any lawful or reasonable order of the superior or the commission of any act subversive of discipline or of good behaviour.
- Participation in a strike or abetting, inciting, instigating or acting in 30 3.10
- Wilful slowing down in performance of work, malingering or abetting or 30.3.11 instigation thereof, or interference with the work of other employees.
- 30.3.12 Misuse of the vehicles of the Institution: i.e., carrying unauthorized passengers, driving without valid Driving Licence, using vehicles for personal trips without proper authorization, permitting unauthorized persons to drive, rash and negligent driving, driving under the influence of alcohol/drugs and any other use of the vehicle which negatively affects the reputation of the Institutions run by BJES
- Theft, fraud or dishonesty in connection with the business or property of the Institutions or of the property entrusted to the Institution or of any other employee of BJES, or of any visitor to the premises of the Institutions.
- 30.3.14 Acceptance of gifts from other employees especially from subordinate employees.
- 30.3.15 Absence without leave for more than 3 days or over-staying the sanctioned leave, for more than 3 days, without sufficient grounds or proper or satisfactory explanation.
- 30.3.16 Absence from employee's appointed place of work without permission or sufficient cause.

- 30.3.17 Irregular and habitual late attendance.
- Habitual negligence or neglect of work. 30.3.18
- 30.3.19 Wilful absence from duty.
- Breach of any law, rules or orders amounting to indiscipline. 30.3.20
- Carrying or possession of any lethal weapon or instrument within the 30.3.21 premises of the Institutions.
- 30.3.22 Use of physical violence.
- 30.3.23 Collecting any money within the premises without the permission of the Management/Principal.
- Engaging in any business or trade within the premises of the Institution. 30.3.24
- Drunkenness, riotous, disorderly or indecent behaviour, gambling, extortion or committing nuisance in the premises of the Institution.
- Being found in a state of intoxication or drug abuse. 30.3.26
- Maliciously writing anonymous letters criticizing the Superiors or the 30.3.27 Institutions run by BJES.
- 30.3.28 Wilful damage to work in progress or to any property of the Institutions.
- 30.3.29 Interference with any safety device installed in or around the premises or wilful breach of any expressly prohibited act as regards the safety and health of employees and the safety of the property of the Institutions, or an act exposing the Institutions to any penalty under any applicable law.
- 30.3.30 Organizing, attending or holding any meeting or taking out processions inside the premises of the Institutions without the prior permission of the Management.
- Disclosure to any unauthorized person any information relating to BJES or its Institutions or communicating directly or indirectly to any outside party any document or information which has come into his/her possession, or of which he/she has secured knowledge in the course of his/her duties unless expressly permitted in writing by the Management.
- 30.3.32 Smoking within the premises of the Institutions.
- 30.3.33 Sleeping while on duty or in any part of the premises of the Institution, except in the place and time specifically notified for the purpose.

- 30.3.34 Conviction in any court of law for any criminal offence involving moral
- Wilfully making statements which are, or which are known to be, false or
- Interfering or tampering with the official records, attendance registers, documents, identity cards, etc. pertaining to himself/herself or any other employee or the staff or the students.
- Purchasing or selling properties, machinery, stores etc., of the Institution 30.3.37 without the explicit permission of the Management/ Principal.
- Unauthorized removal or defacement of notices on the notice boards. 30.3.38
- Smuggling, aiding or being involved in any way in smuggling in contravention 30 3.39 of any of the rules and regulations of the government.
- Unlawfully dealing in foreign exchange. 30.3.40
- Wearing unauthorized badges/uniforms/signs or distributing or exhibiting 30.3.41 within the premises unauthorized bills/placards, pamphlets, posters, etc.
- Incivility to Superiors, co-employees and visitors. 30.3.42
- Use of abusive language against the management or anyone connected with the Institution
- Threatening or attempting to threaten or intimidating or using any force or violence against an employee or Superior, or any person within the premises or outside - if such behaviour has direct bearing on the discipline and reputation of the Institution.
- Refusal to accept a charge sheet, order or other communication served 30.3.45 in accordance with these service conditions.
- 30.3.46 Insubordination
- Failure to inform the concerned officials/authorities of the occurrence of a notifiable or contagious disease contracted by an employee or any member of his/her family or any visitor/relative residing with him/her for the time being.
- 30.3.48 Failure on the part of an employee to present himself/herself for periodic medical check up when so directed.

- (BJES) Service Conditions and Rules
- 30.3.49 An act prejudicial to the proper management of the Institution.
- 30.3.50 Indulging in activities likely to cause communal or sectional disharmony or promote anti-secular feelings amongst the students or staff or create disaffection among any section of society.
- Engaging in any activity during or outside duty hours which causes public scandal or is considered unethical or bringing disrepute to the person or 30.3.51 to the Institution.
- PENALTY FOR MAJOR MISCONDUCT 30.4

An employee found guilty of major misconduct may be awarded, amongst other punishments, the following:

- Warning or censure or reprimand 30.4.1
- 30.4.2
- Suspension from work with loss of pay. 30.4.3
- Withholding or stoppage of increment or promotion. 30.4.4
- Demotion (including reduction to a lower stage in the same scale of 30.4.5 pay).
- Compulsory retirement 30.4.6
- Recovery from pay or from such other amount as may be due to the staff, 30.4.7 the whole or part of any pecuniary loss caused to the Institution by the negligence or breach of trust on the part of the staff member.
- Dismissal / Termination of service 30.4.8
- PROCEDURE FOR MAJOR DICIPLINARY ACTION 30.5
- The Charge Sheet: If there seems to be a reason for believing that a 30.5.1 major misconduct has been committed, the concerned employee shall be given a charge sheet, stating the allegation against him/her, and asking for a written explanation within a specified time.
- Consideration of the employee's reply to the charge sheet: The 30.5.2 explanation to the charge sheet will be considered by the Management. If the employee admits to the charges the Management shall take appropriate disciplinary action. If the explanation given by the employee is found to be

- unsatisfactory, the Management will inform the concerned employee that there will be a domestic inquiry into the matter.
- Intimation of the Inquiry: If after due consideration, the Management 30.5.3 finds the explanation given by the employee unsatisfactory it will appoint one of its personnel or an outsider to conduct a hearing on the matter. A letter will be given to the employee informing him/her of the date, place and time for the inquiry and the name of the inquiry officer.
- Domestic Inquiry: The purpose of the inquiry is to give the employee 30.5.4 full opportunity to prove his/her innocence of the charge. The chargesheeted employee will be entitled to be represented by a co-employee and he/she will not be allowed to be represented by a lawyer or a person from outside St Joseph's Institutions.
- Governing body may suspend him/her with immediate effect. The period 30.5.5 of suspension shall not exceed three months within which the enquiry must be completed. During the period of suspension the staff member shall be paid an allowance equal to half the amount of his/her salary.
- An employee shall remain under suspension until a final decision is taken 30.5.6 by the Management. Should an employee be exonerated he/she shall be paid his/her full salary for the period of suspension after deducting the subsistence allowance already paid to him/her. If found guilty he/she will not be entitled to his/her salary other than the subsistence allowance for the period of suspension already paid to him/her.
- Findings of the Inquiry Officer: The inquiry officer will record his/ 30.5.7 her findings on the basis of the testimony presented and give his/her decision with regard to the charge, clearly stating the reasons for his/her conclusion.
- The decision by the Management on the penalty if the guilt is 30.5.8 established: The Management will decide on the appropriate penalty according to the gravity of the misconduct and pass an order.
- Ex-parte Inquiry: If an employee concerned fails to appear before the 30.5.9 inquiry officer at the appointed time and place without showing sufficient cause to the satisfaction of the Inquiry Officer, then the inquiry will be heard in his/her absence.

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.
- 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.