

St. Paul Institute of Professional Studies, Indore

GUIDELINES & SERVICE CONDITIONS





SERVICE CONDITIONS

The following Service Conditions are meant for all the Employees of St. Paul Institute Of Professional Studies (SPIPS), Indore, and come into effect from 26 July 2012

Introduction

- St. Paul Institute of Professional Studies (SPIPS), Indore, is a private Higher Education Institution established, managed and run by the Catholic Diocese of Indore of which the Bishop is the head.
- It is a Minority Institution (F.No. 17920F 2010-51419 issued on 24th March 2011) run by the Catholic Diocese of Indore, a registered society under the M.P. Societies *Registrikan Adhiniyam*, 1973. A Governing Body, constituted as per the rules and regulations of M. P. Societies *Registrikan Adhiniyam* 1973, oversees the functioning of the Society.
- A Managing Committee set up by the Governing Body of the Society sees to the smooth functioning of the Institute. And this Managing Committee is vested with the authority to formulate rules and regulations for the day-to-day functioning of SPIPS.
- This set of Service Conditions is aimed at fostering and promoting cordial relationship between the staff (teaching and non-teaching) and the Management; to monitor the effectiveness of service rendered; and for the welfare of all those employed in this institution.
- Further, through this Service Conditions, we wish every employee to share the vision and mission of the Institute and to work towards the realization of the same.
- As it is deemed necessary, from time to time, to amend the rules that would govern the conditions of service, leave, conduct, discipline etc., of the teaching and non-teaching staff of this Institute, the Managing Committee of the Institute has formulated the following guidelines.

- These guidelines shall apply to all teaching and non teaching staff already employed in St. Paul Institute of Professional Studies (SPIPS), Indore.
- If any question arises as to the interpretation of these rules, it shall be referred to the President of the respective Management.

1. Probation and Confirmation

- 1.1 A newly appointed employee will be on probation for a period of two years, which may be extended for one more year.
- 1.2 If the employee is retained on probation for the following session as well, then he/she shall be entitled to salary for the period of summer vacation as well.
- 1.3. If an employee is appointed for one academic session only and the service is terminated thereafter, then the concerned employee is not entitled to receive the vacation salary.
- 1.4. No member of the staff will be treated as confirmed unless and until an order of his/her being so confirmed in service is issued to him/her in writing. This confirmation will be given at the end of the academic session.
- 1.5 An employee may be confirmed after two years, provided his/her work is satisfactory and he/she is qualified.
- 1.6 If after confirmation it should come to light that the candidate has misrepresented the educational qualification, age, nationality, health, character etc. his/her confirmation will be suspended, and on verification, his/her service may be terminated.
- 1.7 Owing to fall in strength in the Institute and consequent reduction of number of sections or discontinuation of any course or subject, if it becomes necessary to retrench any of the staff, normally the junior most employee in the Institute/Department shall be retrenched and his/her



services terminated giving one month's notice or by paying one month's salary. The Management, however, shall be at liberty to determine the faculty or employee to be retrenched after taking into consideration the welfare of the Institute.

- 1.8 The Management reserves the right to formulate the criteria and apply the same for the gradation of its employees and also to filling vacancies by direct recruitment or by promotion. No employee shall have the right to claim for the post which is vacant in the Institute.
- 1.9 At the time of appointment, every employee is to produce a Medical Certificate of fitness.
- 1.10 Two certificates from educationists or any other respectable members of society not related to the candidate, certifying the character and conduct to the satisfaction of the Institute authorities, must be produced at the time of appointment.
- 1.11 The candidate shall be required to produce the original Degree/Diploma certificates along with the certificate(s) of experience, if any, with attested photocopies thereof. Original certificates will be returned after verification. The Institute authorities reserve the right to call for the originals any time for further verification.
- 1.12 The candidate is duty bound to disclose to the Institute authorities if in the past any penal action had been initiated against him/her.

2. Training/Updating

- 2.1 In normal circumstances the Institute appoints only qualified employees. However, employees appointed before they complete their required qualification should acquire the necessary qualification within the time stipulated by the Management. Unless extension for completing the same is granted in writing, such



appointment shall cease on expiry of the period so granted and his/her services can be terminated.

- 2.2 The Institute can also ask the employees to attend seminars/short term courses in order to update their language, knowledge and teaching skills.

3. Leave

- 3.1 Leave cannot be claimed as of a right; the discretion to grant, refuse or revoke leave is reserved to the Principal.

- 3.2 No teacher shall ordinarily avail of any leave without the prior permission of the Principal, and if leave is taken without permission the employee shall be considered absent and salary for the same will be deducted.

- 3.3 Generally, an application for leave must be in writing in the prescribed format and submitted to the Principal well ahead of the date of the leave requested for. In case of emergency, the matter should be at once informed to the Head of the Department and the Head of the Department in turn will inform the Principal before the assembly. However, the leave thus availed should be confirmed the following day.

- 3.4 Absence from duty without sanction will be considered as neglect of duty on the part of the person concerned. Thus, absence from duty without obtaining sanction will be treated as leave without pay. Further actions, if necessary, may also be initiated against such lapses.

- 3.5 An application for leave or extension of leave should ordinarily be made in good time before the leave or the period of its extension expires. If any employee does not apply within seven days of the expiry of leave for further leave, or he/she is absent from the Institute without prior sanction of the Principal for ten consecutive days, the employee may be deemed to have deserted his/her post.



- 3.6 All employees are expected to report for duty without fail at the prescribed time and leave from duty only after the time prescribed. Reporting late for duty or leaving early from duty on three days will amount to one day's leave. If late, the employee signs in the 'Late Arrival Register' and also in the regular Attendance Register' with the permission of the Principal
- 3.7 No leave can be taken when an employee is entrusted with a special duty. No leave is to be taken also when exam duty is assigned. In case of dire need a leave without pay may be granted.
- 3.8 All employees are expected to be present for all the official functions (such as EVPM, PPA Meetings, Seminars, Inspection, Annual Function and other Celebrations) which may even be held outside the normal working hours of the Institute. Absence in such functions will be considered a breach of duty and counted as leave taken for that particular day.
- 3.9 Only those employees who are present and sign his/her attendance on the day preceding the vacation and on the first working day after vacation are entitled to receive the pay for vacation.
- 3.10 Applying for leave or extension of leave alone will not automatically amount obtaining sanction, until the leave requested is sanctioned by the concerned authority.

3.1 Casual Leaves

- 3.1.1 Ours being an Educational Institution, absence of an employee from class is very disruptive, and since we have long vacations and many other leaves, the Management reserves the right to keep Casual Leave to the minimum.
- 3.1.2 Maximum casual leave in a year will be 13 (Thirteen) days with full pay. However, only a maximum of two days casual leave can be taken in a month.

- 3.1.3 Casual leaves taken in excess of two days in a month will be treated as Leave Without Allowance/Pay (LWA).
- 3.1.4 Casual leaves cannot be accumulated or be combined with any other kind of leaves, vacation or holiday.
- 3.1.5 Those on probation will not be entitled for any leave with pay during the probation period but they may be granted leave without pay. No leave will be granted during the notice period.
- 3.1.6 In case of physical illness an employee should inform the Principal at the earliest and may avail a medical leave.
- 3.1.7 Along with such leave application a satisfactory medical evidence should also be produced.
- 3.1.8 Any leave other than the above mentioned will be considered as Leave Without Allowance/Pay (LWA).
- 3.1.9 Whenever an employee takes leave, he/she should arrange sufficient and useful work for the students in his/her absence. This would be in keeping with an employee's sense of responsibility.

3.2 Maternity Leave

- 3.2.1 A confirmed female employee of the Institute may be granted a Maternity Leave for the first two deliveries.
- 3.2.2 Maternity leave with full pay shall be for a period of three months only.
- 3.2.3 A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to Maternity Benefit for a period of 3 months from the date of the child being handed over to the adopting or commissioning mother.

4. Holidays/Vacations

- 4.1 An employee is eligible to all the holidays notified in the Institute calendar, but it must be clearly borne in mind that if the Principal requests the employee to come to the Institute even on a holiday in order to attend to a specific need for the good of the Institute, he/she is duty-bound to comply with such a request.



- 4.2 Only those employees who have served the Institute for more than one year are entitled to Summer Vacations with full pay. Others may be granted days of break depending on the need of the Institute.

5. Hours of Work

- 5.1 All the members of the Faculty and Staff shall attend the Institute punctually, at the appointed hour and shall not leave the Institute before it closes for the day.
- 5.2 Every employee is expected to punch & sign the attendance register on arrival before the stipulated time and also punch & sign at the time of departure.
- 5.3 An employee who has not signed the Attendance Register as mentioned above is liable to be considered absent from duty for that day.
- 5.4 If an employee has to move out of the college campus during the working hours for any particular purpose, permission must be sought from the Principal and departure and arrival time must be recorded in the Movement Register and Punching Machine.
- 5.5 The Faculty will be given their time table by the Principal. As full time employees, every member of the Faculty is to be present in the Staff Room or Library during the free periods. Free periods should be utilized for preparation of lessons, corrections of written works and other tutorial works.
- 5.6 An employee may be asked to carry out certain duties before or after the class hours on occasions like examinations; results, sports and games, co-curricular activities etc. He/she should also be ready to substitute in the absence of another employee whenever asked to do so during the free hours. No special remuneration shall be paid for any of these functions as they are required for the smooth running and in the general interest of the students and institution.



- 5.7 In pursuance of the general interest of the Institute, all employees shall be required to perform duties even on national holidays and/or festivals when functions are organized by the Institute on those days.

6. Private Tuition

- 6.1 Generally, the Management does not permit private tuitions. However, if a member of the faculty needs to give private tuitions he/she should obtain prior written permission from the Principal. The permission may be given for one academic year only. The employee should furnish to the Principal information regarding the students who want tuition: Name, Institute, Class, and Subject. No employee is allowed to take tuitions for the students of our own Institute.

7. Private Studies

- 7.1 In order to do any further studies or appear for any examination to improve his/her teaching qualifications the employee has to obtain the written permission from the Principal.
- 7.2 No employee is normally given such permission in the first two years of service.
- 7.3 In case it is found that the employee neglects his/her duties assigned by the Institute, he/she may be asked to discontinue the studies even in the middle of the session.

8. Promotion

- 8.1 The Management reserves the right to promote any employee. No employee will claim promotion or higher scale of pay simply by virtue of passing a higher examination or increase in years of experience.
- 8.2 Promotion will depend on the vacancies available in the higher grade and the performance of the employee. The decision will rest solely with the Management.



9. Retirement

- 9.1 The age of retirement in the Institute will be according to the limit fixed by the State Government/DAVV, Indore. It is further provided that a faculty may be asked to retire before the completion of that age if he/she is found unfit for service on medical examination by the competent medical practitioner appointed by the Management. The Management may ask an employee to retire if it is convinced of his/her poor performance as well.
- 9.2 As per the rules of the Education Department, the date of birth of the employee will be as stated in the SSLC (Class X) admitcard or the SSLC certificates. Affidavit, horoscope, birth certificate etc. will, under no circumstances, be accepted for the purpose of the correction of the date of birth.

10. Confidential Records

- 10.1 The Institute shall maintain a confidential record and Service Book of each employee.

11. Provident Fund

- 11.1 Employee Provident Fund (EPF) & Employee State Insurance Corporation (ESIC) deductions from the salary and the contribution to PF and ESIC from the part of the employer will be made as per the EPF and ESIC Provisions Act 1952 and ESIC Act 1948.

12. Transfer/Resignation/Termination

- 12.1 Ad-hoc appointees may be terminated by giving a week's notice or one week's salary in lieu thereof, on either side.
- 12.2 Staff on probation/temporary appointments may be terminated by serving one month's notice or one month's salary in lieu thereof, on either side, without providing any reason.
- 12.3 Confirmed staff may be terminated / transferred / may resign by serving a three months' notice or three months' salary in lieu thereof, on either side.



- 12.4 Habitual procrastination, inability to cope with the work, unsatisfactory performance, misconduct, physical or mental unfitness for duty or any other reason which does not befit an educator or an employee of this Institution is reason sufficient for dismissal.
- 12.5 An employee indulging in taking tuition without the written permission from the Principal is sufficient reason for termination.
- 12.6 Unqualified employees are expected to get themselves qualified. If an unqualified employee fails or refuses to obtain the requisite qualification (training) required by the Management within the time sanctioned, his/her services may be terminated.

13. Sexual Harrassment & Redressal

- 13.1 Sexual harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 is applicable on all employees of the institution.
- 13.2 The Instiution has an Internal Committee consisting of four members constituted to inquire into any allegation of sexual misconduct. Out of the four members of the Internal Committee three are women and one from an NGO and independnet member together.

14. General Rules

- 14.1 Every employee shall be subject to the general rules of discipline and conduct laid down by the Institute.
- 14.2 All the employees shall, during their period of service, carry out the orders of the Principal honestly and efficiently.
- 14.3 Any member of the staff desirous of applying to any other institution or organization for employment shall do so only with the knowledge of the Management.
- 14.4 No staff shall use mobile phone/similar gadgets during the working hours without the prior permission of the Institute authorities.



14.5 Every employee shall be governed by the following Code of Conduct:

a) **No Employee Shall:**

- i) Knowingly or/and willingly neglect his/her duties.
- ii) Propagate through his/her conversation teaching, lessons or otherwise a communal or sectarian outlook.
- iii) Discriminate or favour any student on the ground of religion, caste, creed, language, sex, place of origin, social or cultural background.
- iv) Indulge in or encourage any form of malpractice at examinations or in any other activity of the Institute such as admission, promotion etc.
- v) Show neglect in correcting/evaluating assignments, class works or home works done by the students.
- vi) While being present in the Institute, absent himself/herself from class which he/she is to supervise.
- vii) Be found absent from the Institute campus during working hours without the prior permission of the Principal.
- viii) Engage in any trade or accept any other employment while in service.
- ix) Engage himself/herself as a selling agent or canvasser for any publishing firm or trader without the written permission of the Institute authorities.
- x) Enter into any monetary transaction with any student, accept presents from them or exploit any student for personal ends.
- xi) Cause or incite any other person to cause any damage to the property or the good name of the Institute.
- xii) Behave or encourage or incite any student, teacher or other employee to behave in a disorderly manner in the Institute premises.

- xiii) Be found guilty of misbehaviour or cruelty towards any parent, guardian, student, staff or any other employee of the Institute.
- xiv) Organize or attend any meeting during working hours except where he/she is required and permitted by the Principal to do so.
- xv) Organise or participate in any celebration, public or private, in the college premises without the permission of the principal.
- xvi) Entertain a guest in the Staff room without the permission of the Principal.
- xvii) In class discuss irrelevant topics or subjects with the students or criticize any decision of the Management with the students or any other employee in the presence of the students either inside or outside of the class rooms.
- xviii) Take part in political activity or disseminate instruction of a partisan or political nature to the students.
- xix) Disclose to any unauthorized person either during the period of employment in the Institute or ever after, any information pertaining to the internal affairs of the institution, which may jeopardize the good name of the institution.

b) Every Employee Shall:

- i) Abide by the rules and regulations of the Institute and show due respect to the constituted Institute Authorities.
- ii) Foster in their pupils a spirit of the respect, docility, affection and gratitude towards the Institute Authorities and other members of the Staff.



- iii) Attend Staff Meetings convened by the Director/ Principal and take active part in all co-curricular as well as extracurricular activities of the Institute.
- iv) Maintain high standards of discipline in the class as well as outside, and train the students in honesty, good manners, politeness and smartness giving them personal example in these.
- v) Come in the prescribed uniform whenever asked to do so.
- vi) Be a model and mentor to the students. lead by personal example in diligent and dignified behaviour formal and decent dressing and prudent and respectful in words and deeds towards all.
- vii) Be keenly interested in the all-round development of his/her students without, however, prying into matters which do not concern their welfare.
- viii) Be firm without being rigid and be kind without being weak in the enforcement of discipline and avoid making humiliating remarks or inflicting corporal punishments.
- ix) Be bound to follow the rules and regulations of the Institute related to the way of teaching, setting question papers and correcting home works, class works and examination papers etc.
- x) Keep with him/her the allotted textbooks.
- xi) Return to the library in person all the books at the end of each semester or when the Institute closes at the end of the scholastic year or when an employee relinquishes his/her service in the Institute.
- xii) Train the students to move about in an orderly manner and maintain discipline especially during assemblies and common gatherings/programmes.



- xiii) Discourage the students from organising any celebration private or public in the college premises.
- xiv) Enter the classroom promptly at the appointed time, teach subjects assigned in each class as deemed fit or required by the Institute Authorities.
- xv) Serve the Institution with sincerity and dedication and act in ways that contribute to the best interests of the Institution.

15. Discipline and Appeal

The service of a permanent employee may be terminated on the grounds of insubordination to the Management, to the Director / Principal, inefficiency in works, neglect of duty assigned, misconduct, moral delinquency, contagious disease, lack of improvement and growth on the job or stagnation in his/her work, or any other cause or causes which make the staff unsuitable for retention in service, provided that before such termination is made, due enquiry shall be made by an Enquiry Committee appointed by the Institute Authorities for the purpose.

§ Misconduct

- a) Neglect of duty.
- b) Want of due diligence in the performance of duties.
- c) Violation of orders or directions issued from time to time by the Principal in the matter of general administration of the Institute.
- d) Repeated late attendance.
- e) Absence without obtaining leave/permission.
- f) Use of intoxicating drugs or liquor in the Institute premises.
- g) Organizing or participating in any form of protest or demonstration in the Institute premises.

- h) Instigating colleagues or students against the Institute Authorities.
- i) Committing any act which is an offence punishable under the Indian Penal Code or punishable under any law of the State.
- j) An employee who has been under judicial custody for more than 24 hours is automatically placed under suspension.

§ Penalties

The Principal for a good and sufficient reason may impose the following penalties on an employee and inform the Managing Committee of the steps taken.

- a) Censure or warning.
- b) Withholding of increment.
- c) Deduction of pay.
- d) Suspension from service.

16. Procedure for Suspension/Termination of Service of a Permanent Employee

- 1) The Principal may place an employee under suspension if in his/her judgment:
 - a) An enquiry into the employee's conduct has become necessary or is pending and when his/her continuance in service is detrimental to the interest of education or discipline or to the enquiry itself.
 - b) The employee is being prosecuted on a criminal charge when his/her position as an employee of the Institute is likely to embarrass him/her in the discharge of his/her duties or which involves moral turpitude. He/she should be given a written statement of the allegation and charges and a time frame set for the employee to give a written reply to the allegations and charges.



- c) In case of serious misdemeanour or breach of duty these Service Conditions dispense with such notice on the part of the Management for all members of the Staff whatever be the conditions of their service.

17. Amendment and Alteration of these Rules and Code of Conduct.

- a) The Management reserves the right, without giving any previous notice, to make and bring any amendment, alteration, modification or addition to any of these rules with effect from predetermined date.
- b) Such amendment, alteration, modification or addition shall become binding on all the teaching and non teaching staff of the Institute, when communicated to them.

18. Previous Rules and Regulation

These Service Conditions and Code of Conduct supersede any previously existing set of Rules, from the date on which the Managing Committee approves them.

*Acceptance of the Service Conditions
and Code of Conduct*

I,, have read and understood the above Service Conditions and Code of Conduct. I, hereby, bind myself to follow the said Service Conditions and Code of Conduct as long as I am an employee of St. Paul Institute of Professional Studies, Indore.

Name and Signature of Witnesses

1.

2.

Signature of employee

Date: