



ಮೊಡರ್ನ್ ಎಜ್ಯುಕೇಶನ್ ಸೊಸೈಟಿ(ರಿ)

ಬಿದ್ಯಾನಗರ, ಶಿರಸಿ-581402 (ಉ.ಕ.)

ಸಂಖ್ಯೆ : ಎಂ.ಇ.ಎಸ್./ಸಿ.ಆರ್.-270/2016-17

ದಿನಾಂಕ : 28-6-2016

ಗೆ,
ಎಲ್ಲಾ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳ ಮುಖ್ಯಸ್ಥರಿಗೆ.

ಮಾನ್ಯರೇ,

ವಿಷಯ : ಎಂ.ಇ.ಎಸ್. ನ ಸಿಬ್ಬಂದಿಗಳ ಸೇವಾ ನಿಯಮಾವಳಿಗಳು.

ತಾರೀಖು 27-6-2016 ರಂದು ಜರುಗಿದ ಆಡಳಿತ ಮಂಡಳಿ ಸಭೆಯಲ್ಲಿ ಠರಾವು ನಂ. 9 ರ ಪ್ರಕಾರ ಎಂ.ಇ.ಎಸ್. ಸಿಬ್ಬಂದಿಗಳ ಸೇವಾ ನಿಯಮಾವಳಿಗಳನ್ನು (ಕಲಂ ನಂ. (1) ರಿಂದ (20) ಅಧ್ಯಾಯ 1 ರಿಂದ 20 ಇದ್ದದ್ದು) ಮಂಜೂರಿ ಮಾಡಲಾಗಿದ್ದು, ಸದರಿ ಸೇವಾ ನಿಯಮಾವಳಿಗಳನ್ನು ಇದರ ಸಂಗಡ ಕಳಿಸಲಾಗಿದೆ.

ಈ ಸೇವಾ ನಿಯಮಾವಳಿಯು ತಾರೀಖು 1-7-2016 ರಿಂದ ಜಾರಿಯಲ್ಲಿ ಬರುತ್ತದೆ.

ಈ ಸೇವಾ ನಿಯಮಾವಳಿಯನ್ನು ತಮ್ಮ ಸಂಸ್ಥೆಯ ಮುಂದಿನ ಉಪಸಮಿತಿ ಸಭೆಗೆ ಸಾದರಪಡಿಸಿ, ದಾಖಲಿಸಿ, ಸಮಿತಿಯ ಗಮನಕ್ಕೆ ತರಬೇಕು.

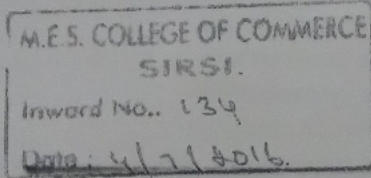
ಈ ನಿಯಮಾವಳಿಯನ್ನು ತಮ್ಮ ಸಂಸ್ಥೆಯ ಸಿಬ್ಬಂದಿಗಳ ಗಮನಕ್ಕೆ ಸಹ ತರಬೇಕು.

ಲಗತ : ಸೇವಾ ನಿಯಮಾವಳಿ ಪ್ರತಿ.

ತಮ್ಮ ವಿಶ್ವಾಸಿ,



ಜಿ. ಎಂ. ಹೆಗಡೆ, ಮುಳುಬಂಡ
ಅಧ್ಯಕ್ಷರು



CHAPTER-I

1. Short Title and Commencement :-

- 1.1. These rules shall be called Modern Education Society's Employees Service Rules.
- 1.2. These Rules shall come into force with effect from **01-07-2016**. These rules are framed in super cession of all earlier rules governing service conditions of the employees of the Modern Education Society (Regd) Sirsi and the employees of the institutions managed by the said society.

2. Application :

- 2.1 These rules shall apply and govern all employees in the services of Modern Education Society (Regd) Sirsi, Uttara Kannada and all institutions, establishments, managed/run by the said society unless otherwise specified.

3. Power to implement and appoint under service Rules:

The President of the Society is authorised, designated and notified as the appointing competent and disciplinary authority under all these service rules for all purposes. He is vested with all the powers to implement and interpret the said service rules and regulations. The president is also empowered to delegate any or all of his authority, to such other authority/ committee/persons for the above said purposes from time to time and he is authorised to notify/constitute such authority/committee.

CHAPTER II

Definition:

In these rules unless the context otherwise requires and unless there is anything Repugnant to the subject or context.

- 2.1 "Academic year" means the year beginning on such date as the State Government, University or the competent authorities, by notification specify with respect to any specified area or with respect to any educational institution or class of educational institutions.
- 2.2 Appointed on probation or appointed on officiating basis:
Means appointed on trial for a particular period of time.
- 2.3 "Appointing Authority" in relation to an employee under those rules means the president or any other authority empowered and duly vested with powers to engage or to appoint for the services of Modern Education society's and the institution, Establishments managed by the said society.
- 2.4 "Appellate Authority", means the Governing Council of the Society.
- 2.5 Management means the Governing body of the Modern Education Society.
- 2.6 "Continuous Service", means the service of an employee from the Beginning of his service without any break
- 2.7 Competent Authority, means the president or any other authority who is empowered and vested with such powers.
- 2.8 "Disciplinary Authority" means & includes the appointing authority, the President and any such other authority empowered on this behalf.

- 2.9 "Emoluments" means the aggregate of salary and other allowances by whatever name called, drawn by the employee, except conveyance/special allowances.
- 2.10 "Employer" means the president and other authority notified by the president for specific purposes
- 2.11 "Employee" means a person in the employment of the institution/establishment set up and or run by Modern Education Society, Sirsi.
- 2.12 "Family " means an employee's wife or husband, legitimate, adopted children and Parents in case of unmarried employee, who are residing with and wholly dependent on the employee.
- 2.13 "Govt. Holiday" means a holiday prescribed or notified by competent authority of the institution.
- 2.14 "Muster Roll" means all registers where in the attendance of the employees, is marked and maintained under any law or enactment and also includes the computer printers from the computerized attendance system which may be required to be maintained for the purpose of pay roll from time to time.
- 2.15 "Notice" means a notice in writing required to be given or to be posted for the purpose of standing orders issued by Management /Head of the institution
- 2.16 "Notice Board" means the notice board maintained in a conspicuous place for the purpose of displaying information and communication with the employees...
- 2.17 Pay means basic pay
- 2.18 "The Society" means Modern Education Society (Regd) Sirsi, Uttara Kannada.
- 2.19 'Salary' means the aggregate of basis pay and dearness allowance but does not including any other allowances.
- 2.20 "Service" means service in Modern Education society's institution/establishment in whatever capacity and includes the period from the day of joining the institution/establishment till the cessation of the employment.
- 2.21 "Schedule" means the schedule appended to these rules.
- 2.22 "Stipendiary" employee is an employee who performs certain types of work for a limited and fixed tenure for which he is paid a periodical stipend.
- 2.23 "Subsistence" means the payment made to an employee who is not in receipt of pay or leave salary.
- 2.24 "Leave Salary" means the amount paid by the Management to an employee for leave period.
- 2.25 "Time scale pay" means pay which rises by periodical increments from minimum to a maximum.
- 2.26 "Vacation department", means a department or a part of the department to which regular vacations are allowed.
- 2.27 "Week" means a period of seven days.

CHAPTER III

Recruitment, Confirmation Termination and Retirement:

- 3.1 Recruitment, appointment to all categories, grades/ scales in all institution of Modern Education Society shall be made by the president under his authority and seal.
- 3.2 At the time of joining the candidate shall complete the following formalities.

- 3.2.1 Submission of joining report
 - 3.2.2 Submission of true attested copies of educational certificates along with originals for verification
 - 3.2.3 Submission of relieving order if any from the previous employer if any
 - 3.2.4 Submission of evidence of date of birth/proof of age
 - 3.2.5 Nomination for provident fund etc. in a prescribed form if eligible.
 - 3.2.6 Application for identity card along with three pass port size photographs
 - 3.2.7 Details of bank account with MICR IFSC Code along with PAN and Aadhar Card.
 - 3.3 The following documents may be accepted as evidence of date of birth/proof age.
 - 3.3.1 Certified extract from Registrar of birth & death
 - 3.3.2 Secondary School leaving certificate
 - 3.3.3 Any other valid documents acceptable to the management. The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered in the service Registrar shall be final and conclusive and under no circumstances the request for correction of the same will be entertained
 - 3.4 If in case it is found that the candidate has suppressed material facts and or any information or furnished wrong information, the employee shall be liable for summary termination from his employment.
 - 3.5 All appointment is subject to the medical fitness of the candidate. And in case of any doubt regarding the medical fitness, the President is authorised to constitute a panel of Doctors and if he/she is found medically unfit, the institute may terminate his/her services.
 - 3.6 All employees other than temporary one shall be on probation for period of two years or as specified in the appointment order. The probationary period may be extended for a further period of six months or any part thereof and this is the absolute discretion of the management.
- Notice of extension of probation will be given to the employee in writing, before the expiry of the probation period. If such extension notice is not served on the employee he shall continue to be on probation until and unless, his/her services are confirmed in writing.
- The appointment of a probationer is liable to be terminated at any time during the period of probation or extended period of probation or at the end of the period of probation or before confirmation in writing without notice or compensations in lieu of notice and without assigning any reason whatsoever.
- A permanent employee appointed to a different post or promoted to a higher post shall be on probation for a period of one year and is liable at any time during this probationary period to be reverted to the original post at the discretion of the management.
- No person shall be deemed to be in the regular employment of the institution unless and until he/she has received a letter of appointment from the appointing authority.

SERVICE RECORD:

A service register shall be maintained for every employee showing among other things, His/her permanent address date of appointment, consolidated pay, scale of pay on which he/she was appointed, increments given from time to time, leaves availed of, transfers, promotion,

suspension, punishment etc. The register shall be opened immediately after the employee reports for duty and to be updated periodically.

It shall be incumbent upon every employee to furnish in writing his appointing authority as required by the management for the purpose of record and also thereafter, promptly to notify in writing any subsequent changes in the particulars of his bio-data. Every employee shall submit every year report pertaining to his assets and liabilities.

3.9 Classification of employee:

Employees appointed in M.E. Society's institution shall be classified as under

- | | | |
|--------------|-----------------|--------------|
| a) Permanent | (b) Probationer | (c) Contract |
| d) Temporary | (e) Casual | |

- (a) A "Permanent Employee" means one who has completed the specified period of probation satisfactorily and whose services has been confirmed in any of the institution run by MES and such confirmation will be in writing by the competent authority indicating the name of the Post/Designation/Scale/Pay has been confirmed in the services of M.E.Society's institution in the post held by him at such grade/scale applicable to the post.
- (b) A "Probationer employee" means one who is appointed on probation and on trial and appointed for such specific period or such extended period of time.
- (c) A "Contract employee" means one who is appointed on a work on contract basis for a specific period and on specific terms and conditions.
- (d) A "Temporary employee" means one who is engaged to do such work which is essentially temporary in nature and or engaged for a temporary period of time.
- (e) A "Casual employee" means one who is engaged on a day basis for such work which is causal/occasional in nature. He is one who is paid on a daily wage basis.

3.10 SENIORITY

The seniority in a particular cadre of service or class approved shall be determined as follows:

- 3.10(1) The seniority of person whose services are confirmed shall be as per dates of confirmation. If the date of confirmation of any two or more employees is the same, their relative seniority shall be determined on the basis of their Rank in the lower grade. If the seniority cannot be fixed on the said principle, the one who is elder in age shall be treated as senior.
- 3.11 When two or more persons are recruited to the same grade at the same time both by internal promotion and direct recruitment, the promotee shall have seniority over the fresh recruited candidate.
- 3.12 When promotions are given on the basis of seniority cum merit at a time the relative seniority shall be determined by their seniority.
- 3.13 Promotion to a class of post or cadre are made by selection at the same time the seniority shall be in the order in which the names or candidate are arranged in the order of merit.
- 3.14 Seniority of direct recruitment shall be determined as follows:
 - (a) When the recruitment is made through process of written test and interview, the seniority shall be in the order of position in the merit list obtained by the candidate.
 - (b) If the appointment is made without any written test and interview, his seniority shall be fixed from his date of joining his duty.

3.15

Resignation :

No employee shall resign from the services of M.E.Society's institutions unless he gives one month's clear notice of his intention to tender his resignation or payment of one month's salary in lieu thereof.

Provided further that the competent authority may reduce the period of one month or waive the requirement of notice/payment of salary at its sole discretion. No employee is entitled for any leave other than casual leave during the notice period.

- 3.15.1 The age of retirement/superannuation of an employee shall be 60 years and in case of grant in aid post shall be as prescribed by the Government of Karnataka from time to time.
- 3.16 Management may at its sole discretion engage the services of a retired/superannuated person on contract basis on such terms and conditions as may be decided by the Management.
- 3.17 Termination of service: The management may terminate the services of an employee, after giving one month's notice or one month salary in lieu thereof, no such notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the service rules.

CHAPTER IV

4.1 Hours of work

Subject to any other provision, normally the working hours of the Institutions run by this Society shall be 42 hours per week or 7 hours per day excluding the Lunch break for 30 minutes.

- 4.2 The working hours of the employee shall be as fixed by the Management from time to time.
- 4.3 All employees shall be on duty at the commencement working hours and shall attend to their work till the close of working hours except during lunch break. This rule holds good both for teaching as well as non teaching staff.
- 4.4 The employees may be asked to work even after duty hours, Sunday or a Public Holiday in case of certain emergencies. Extra remuneration for such work is the sole discretion of the Society.
- 4.5 Attendance register shall be maintained by each department/institution and those coming late will be liable for debit of one day casual leave for late attendance of every three times.
- 4.6 Movement register shall be maintained by each institution and employees leaving the premises during working hours shall make a record of their movements and the signature of their respective superior offices indicating the purpose & place of visit.
- 4.7 Employee has to be present for the flag hoisting ceremony compulsorily on 15th Aug. 1st November and 26th Jan. If any employee fails to do so, the Society has every right to take disciplinary action.

CHAPTER –V

PAY AND ALLOWANCES:

The Pay and allowances admissible to the permanent employee shall be at the rates and scales of pay sanctioned by the management from time to time. All appointments shall be at the minimum of the pay scale. However, over and above the minimum Pay scale can be fixed by the Governing Council, in extra ordinary cases.

5.1 In charge allowance : If any employee is assigned with additional duties in addition to his /her regular assignments/duties and the charge entails a substantial increase of responsibility and some additional work he/she may be paid additional allowance in the form of charge allowance which shall generally not exceed 7.5% of the minimum of the scale of pay applicable to the post of which an employee is placed in additional charge or independent charge.

- 5.1.1 To be eligible for additional allowance/remuneration, the employee should have worked in the additional charge for atleast a month.
- 5.1.2 The charge allowance in respect of only one additional post is admissible even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case the charge allowance is admissible at the rate not more than 7.5% of the minimum pay of the post of holding in charge.
- 5.2 Fixing of pay :
 - 5.2.1 When an employee is promoted and if such promotion involves higher responsibilities, such an employee can be given additional benefit.
 - 5.2.2 After giving opportunity to show cause, an increment/promotion may be withheld from an employee by the institution, if his/her conduct performance has not been satisfactory and such withholding of the increment on the said ground shall not be treated as punishment. However, reasons for withholding the increment may be intimated to the employee in writing. The employee may seek review of authority higher to the one who is empowered to sanction the increment. The employee who is aggrieved by such a decision may appeal to the next higher authority.
 - 5.2.3 Where under the conditions of his/her service, an employee has to pass any service examination or test before earning an increment, he/she shall not earn the increment until he/she passes such examination or test. These examination or test may be made mandatory if these check the level of a post which may charge from time, if the employee fails the examination declared mandatory by the Governing body within the prescribed duration specified – by governing body he/she may be demote/terminated after giving sufficient chance to improve. Employee concerned shall be given only two opportunities within time of one year for each test to qualify.
 - 5.2.4 If the employee completes the exam successfully, his/her pay shall be fixed in the time scale at the stage at which he/ she would have drawn the earning of the increment had it not been deferred but the increased pay shall be given from the date of passing the examination or test.
 - 5.2.5 when an efficiency bar is prescribed in a time scale, the increments next above the bar, shall not be given to an employee without specific sanction of the Governing body.
 - 5.2.6 The condition under which service is counted for increment in time scale are as follows :
 - 5.2.6 (1) All leave except extra ordinary leave (Leave without allowances) count for increment in the time scale applicable to post in which an employee was placed at that time of proceeding on leave.
 - 5.2.6 (2) Extra ordinary leave (leave without allowance) on medical ground duly supported by medical certificate shall count for increment.
 - 5.2.6 (3) The period spent on probation shall count for increment.
 - 5.2.6 (4) Period of unauthorized absence not regularized but treated as such shall not Count for increment in the time scale.

- 5.2.6 (5) If the pay of an employee is reduced as measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction shall state the period for which it shall be effective and whether any restoration it shall postpone future increment and if so to what extent.

CHAPTER –VI

6.0 ATTENDANCE , DUTIES AND CONDUCT

6.1 Attendance, Absence from work late coming etc.

- 6.1.1 Every employee shall be at the assigned place of work and at the notified time for the commencement of his work. He shall report or record each day the time of reporting at and departure from the place of work, in the manner specified by the Management. An employee failing to report or record the time as said above is liable to be marked as absent. An employee who is found absent from his proper place of work during the working hours without permission shall be liable to be treated as absent from the period he is away from his place of work and will not have earned salary for the period of absence. In addition he will be liable for disciplinary action.
- 6.1.2 Any employee who after reporting for duty, leaves the premises of his work during working hours without permission shall be treated as absent without leave or permission for the whole day in case his absence is before the rest interval. He will not be paid salary for the full day duty or half day as case may be.
- 6.1.3 If any employee reports late for duty either at the commencement of his working hours or after recess three times during any calendar month he shall forfeit one day's casual or earned leave or one day's salary in lieu thereof if he has no leave to his credit. If he reports late by an hour or more on any day, he shall forfeit half a day's salary in lieu thereof if he has no leaves to his credit. The employee reporting late is nevertheless expected to work for the rest of the day failing which he shall forfeit the half day's salary in addition to forfeit of leave. Services of habitual late comer may be terminated at the discretion of the management.

6.2 Duties of Teachers/Lecturers.

- 6.2.1 Teachers must see that he/she is conscientious in giving his/her attention to students and to the school/ college.
- 6.2.2 No teacher is permitted to give corporal punishment to a student.
- 6.2.3 Teachers are expected to correct the assignments, conduct and supervise examination, valuate the answer sheet and record marks and other information of the students from time to time.
- 6.2.4 In addition to normal class room duties the teacher shall co operate carefully and faithfully of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time required for the welfare of the student or the Institution in general.
- 6.2.5 Teacher shall follow the duties/ workload as prescribed by affiliated universities/boards or the regulatory bodies like AICTE/UGC etc. Management or the competent authority shall have the final say in assigning duties/workload.

6.3 Code of Conduct for teachers and employees:

Every employee of the institution shall be governed by the code of conduct, as specified in this chapter and every such employee shall be liable for the disciplinary action specified in these rules for the breach of any provisions of code of conduct.

6.3.1 An employee shall maintain absolute integrity and devotion to duty at all times and shall not neglect the duties intentionally or unintentionally.

No employee shall

- Propagate communal or sectional outlook or incite or allow any student or colleague to indulge in communal or sectarian activity.
- Cause or incite any other person to cause any damage to the property of the institution/college/school.
- Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the Institution/college/school/premises.
- Be guilty of or encourage violence or any conduct which involves moral turpitude
- Be guilty of misbehavior or cruel towards any parent, guardian, students, Teacher or other employee of the institution/college/school
- Discriminate against any person on the ground of caste, creed, language, place of birth or origin, social and cultural background or any of kind.
- Indulge in or encourage any form of malpractice connected with examination or any other institutional activity.
- Remain absent from the duty without leave or without the prior permission from the head of the institution.
- Behave in a manner unbecoming of a member of the staff of M. E. Society's institution, engage in giving private tuition/training or other assignment in any other assignment in any other institution/Govt. department /NGO's etc, without explicit permission from the head of the institution..
- Prepare or publish any book or books commonly known as keys or digests, whether directly or indirectly in their publication without the prior permission of the concerned Authority and M.E. Society's management in writing.
- Not attend/organize or in any manner associate himself directly or indirectly with any political/religious group/party / organization which are detrimental to the interests of the institution / establishment of M.E. Society in particular and the nation at large any time.
- Accept or permit any member of his family or any other person acting on his behalf any gift from any sources by virtue his position in the institution. (The expression "gift" shall include free transport, boarding or any other service or any other pecuniary benefit when provided by any person other than a near relative or personal friend having no dealings with him in connection with the institution.)

6.3.2 Take prior permission from the management for contesting/canvassing for any election and he shall obey any direction given by the management.

Nothing contained in sub 6.1 to 6.2 be deemed to take away the right of Teacher/employee.

- To appear at any examination to improve his/her qualification.
- To become or to continue to be member of any literary, scientific or professional organization.
- To make any representation for the redressal of any bonafide grievance, subject to the condition that such / representation is not made in any rude Language.

- To organize or attend any meeting outside the school, subject to the condition that such meeting are not detrimental to the interest of any MES institution/colleges/school.

The breach of any of the above condition shall be deemed to be a breach of the code of conduct.

CHAPTER –VII

7 Discipline, Disciplinary Action and Misconducts, suspension procedure, penalties

7.1 General:

- 7.1 Every employee shall at all times take all possible steps to ensure and protect the interest of the M.E.Society's institution and discharge his duties with utmost integrity, honesty devotion and diligence and do nothing which is unbecoming of an Employee of the M.E.Society's institution.
- 7.2 Every employee shall maintain good conduct and show courtesy and attention to all Persons in all transactions and shall carryout lawful and reasonable orders of his superiors.
- 7.3 Every employee shall attend the office duty punctually decently dressed and shall discharge his duties faithfully, obediently and diligently.
- 7.4 Every employee shall be bound to maintain strict secrecy of office works and shall not disclose the same unless with prior permission of the management or with compulsion of any court of law.
- 7.5 No employee shall seek, solicit or accept outside employment or office including service in the armed forces whether honorary either full time or part time without the prior permission of the management.
- 7.6 No employee shall directly encourage in any trade or business or activity that will fetch financial benefit on him or he shall not hold any office of profit.
- 7.7 No employee shall absent himself from duty or be late in attending to work unless he has obtained written permission.
Provided that in case of inevitable circumstances where availing of prior permission is not possible or is difficult, such permission may be obtained later subject to the satisfaction of the competent authority.
- 7.8 No employee shall remain absent on the ground of sickness without submitting a proper Medical certificate and to avail leave of sickness he should produce Medical certificate.
- 7.9 An employee shall not be under the influence of any intoxicating drink or drug during the Course of his duty and shall also take care that the performance of his duties at any time is not affected in any influence of such drink or drug.
Breach of any of these rules shall be deemed to constitute a misconduct punishable under the provisions of M.E. Society's employees service rules.
- 7.10 By the expression "**Misconduct**" includes any of the following acts of commission and omission on the part of an employee.
 - 7.10.1 Dereliction of duty.
 - 7.10.2 Negligence in the performance of duty.
 - 7.10.3 Willful in subordination or disobedience of lawful reasonable order of superior or the M.E. Society's management. No employee will take intoxicating drinks or drugs during his duty

hours. The violation this rule will be treated as breach of trust and the Society/Management has every authority to take suitable action including suspension/dismissal.

- 7.10.4 Gambling or betting in the premises of M.E.Society's institutions.
- 7.10.5 Doing any act prejudicial to the interest of the M.E.Society's institution or negligence involving or likely to damage the reputation of the M.E.Society's Institutions.
- 7.10.6 Giving or accepting bribe or illegal gratification from any person or colleague.
- 7.10.7 Drunken or riotous or disorderly or indecent behavior in the premises of the institution,
- 7.10.8 Unauthorized disclosure of information regarding ,the affairs of the society or any other Persons connected with the affairs of the society/institution which is confidential or disclosure of which is likely to be prejudicial to the interest of the society /institution.
- 7.10.9 Engaging in any trade, profession or calling outside the scope of his duties except with the prior permission of the M.E. Society.
- 7.10.10 willful damage or attempt to cause damage to the property of the society and its institution
- 7.10.11 Willful delay or going slow in the performance of his work/assignment/duty
- 7.10.12 Abetment or instigation of any of the acts or function said above
- 7.10.13 Breach of any rule, regulation, direction, order or instruction issued by his superiors from time to time including breach of any of the rules.
- 7.10.14 Any other act or acts determined by the board/competent authority as mis-conduct from time to time
- 7.10.15 Absence without leave or overstaying sanctioned leave without sufficient cause.
- 7.10.16 Unpunctual or irregular attendance
- 7.10.17 Causing nuisance in the premises of the institution
- 7.10.18 Entering or leaving the premises of the institution except by an entrance provided for the purpose .
- 7.10.19 Conducting or attempting to Conduct or attending any meeting in the premises of the Institution without the previous permission of the management or except in accordance with the provisions of any rule or law force for the time being.
- 7.10.20 Canvassing for political/communal/union/ membership within the premises of the M.E. Society's institution without the previous permission of the management or except in accordance with the provisions of any rule or law which is in force for the time being.
- 7.10.21 Failing to show proper respect courtesy or attention towards superiors, Parents or other employees of M.E.Society's institution or unsatisfactory behavior while on duty. The employees should show courtesy to the students.
- 7.10.22 Marked disregard of ordinary requirements of decency and cleanliness in person or in dress
- 7.10.23 Incurring debts to an extent considered by the management excessive
- 7.10.24 Breach of any of the rules
- 7.10.25 Any other acts determined by the management as minor misconduct from time to time.

7.17 Disciplinary Action and procedure

7.17.1 Penalties

If an employee is found guilty of any gross misconduct may be punished by imposing the following penalties by the Competent authority.

- 7.17.1 (a) Dismissal from service which shall ordinarily be a disqualification for future employment.
- 7.17.1 (b) Discharge/removal from service which shall not be a disqualification for future Employment.
- 7.17.1 (c) Compulsory retirement

- 7.17.1 (d) Reversion to lower grade or post or a lower stage in time scale
- 7.17.1 (e) Stoppage of one or more increment with cumulative effect
- 7.17.1 (f) Ensure warning
- 7.17.1 (g) Have an adverse remark entered against him in his personal file/service register
- 7.17.1 (h) Withholding of promotion
- 7.17.1 (i) Fine or recovery from pay or other amount as may be due to him of the whole or part of any loss caused to the M.E.Society's institutions by negligence or breach of orders.

7.18 Disciplinary authorities.

The President or any such other person empowered and vested with the authority of suspending or initiating action and awarding any of the penalties stipulated in these regulations are disciplinary authorities.

7.19 Suspension

The disciplinary or any other authority empowered by the board/president in this behalf may place an employee under suspension

- 7.19(a) Where a disciplinary proceeding against him is contemplated or is pending
- 7.19(b) Where a cause against him/her, in respect of any criminal offence is under investigation or trial.

7.19(c) Allowances

7.19(c)(i) During the period of suspension an employee shall not be entitled to free use of the M.E.Society's institutions any facilities extended previously to the employee.

7.19(c)(ii) If during the period of suspension an employee retires by reason of his attaining the age of superannuation no subsistence allowance shall be paid to him from the date of his retirement.

7.20 Subsistence allowance

7.20.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

7.20.2 Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months.

7.20.3 No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business or vocation during the period of suspension.

7.21 Calculation of suspension period :

7.21.1 If the concerned employee is honorably acquitted and reinstated, the full pay and allowance which he would have been entitled to if he had not been suspended as deducted by the subsistence allowance already allowed to him/her may be paid.

7.21.2 If otherwise such amount of pay and allowance as the authority may by an order in writing.

7.22 Penalties

7.22.1 The following action shall be taken against the employee after considering the legality or otherwise.

7.22.2 Censure/warning

7.22.3 Withholding increments if any

7.22.4 Withholding promotion

7.22.5 Recovery of the complete or part of any pecuniary loss caused by him/her misconduct or negligence

7.22.6 Demotions to a lower grade or reduction in time scale

7.22.7 Removal from service which shall not a disqualification for future employment elsewhere

7.22.8 Dismissal from service

7.23 The following shall not amount to a penalty within the meaning of this rule namely

7.23.1 Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his/her unfitness to cross the bar

7.23.2 Non promotion of an employee whether in substantive or official capacity to a grade or post for promotion which he is otherwise eligible

7.23.3 Reversion of an employee officiating in a higher grade or post to a lower grade or post on the ground that he/she is considered to be unsuitable for such higher grade or post or any administrative grade

7.23.4 Reversion of an employee on deputation to his/her parent organization or department

7.24 Procedure for imposition of penalties

7.24.1 No order imposing any penalty shall be made except after an enquiry held in accordance with these rules

7.24.2 Where it is proposed to hold an inquiry against an employee the disciplinary authority shall frame charges against such employee and communicate them to him/her together with the papers/documents as may be necessary or relevant for the purpose of the enquiry and also inform him/her of the appointment of an inquiry committee for conducting the enquiry.

7.24.3 On the completion of the enquiry, the employee shall be made available a copy of the report and findings of the enquiry officer and employee shall be provided an opportunity to show cause as to why the proposed punishment should not be imposed on the employee in respect of the misconduct proved against him/her. If the disciplinary authority is satisfied after considering the report of the enquiry officer and the records of the proceeding and submission of the employee on the findings of the enquiry officer that all or any of the charges against the employee have been proved will award the appropriate punishment.

7.24.4 The order imposing punishment shall be communicated to the employee

7.24.5 An employee who is dismissed or removed from service in accordance with these rules shall not be entitled to any notice or pay in lieu of such notice

7.25 No work no pay:

7.25.1 In all cases of absence from duty without leave or permission or in all cases of absence from place of work the principle of "no work no pay" shall apply without prejudice to the other provisions of these rules

7.25.2 Penalty for absence without leave or cause

If employees acting individually or in group and without reasonable cause absent themselves from work or being present at the work spot refuse to work, each one of them shall be liable to a deduction from his/her salary an amount equal to his remuneration for eight days for the first time.

Management at the discretion can terminate the services of an employee for notional refusal. Any punitive action shall be taken only after proper enquiry and employee will be given adequate chance to present his case before the enquiry committee set up by the management.

CHAPTER -- VIII

The employee of M.E. Society's institution are entitled to the following kinds of leave and are governed by the following rules

8 Kinds of Leave

- 8.1 Subject to the grant of leave being determined by the exigencies of service, Employee are eligible for the following categories of leave.

Kind of leave	Vacation staff	Non-vacation staff
A. Causal Leave	15 days per year	15 days per year
B. Earned Leave	10 days per year	30 days per year
C. Commuted leave	-----	10 days per year

CHAPTER-IX

9. General

- 9.1 Leave of all kinds can not be claimed as a matter of right. Discretion is reserved by the Authority empowered to grant leave or to refuse or revoke leave at any time according to the exigencies of service.
- 9.2 An employee who desires to obtain leave of absence other than casual leave shall apply in writing to the competent authority. Such application for leave shall be made not less than 15 days before the date from which the leave is to commence except in exigencies or unforeseen circumstances including illness for which satisfactory explanation be given in writing.
- 9.3 The competent authority or the authority empowered by him in this behalf shall issue orders on such application as soon as practicable and in case of urgent nature immediately. If the leave asked for is granted, order showing the date of commencement of the leave and date on which the employee will have to resume the duty shall be issued to him.
- 9.4 If an employee after proceeding on leave desires extension thereof he shall make an application in writing to the competent authority. Such application shall state the full postal and telegraphic address of the employee and shall be made in time to send a reply to him/her before expiry of the leave desired to be extended.
- 9.5 No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned.
- 9.6 When exigencies of services so required to refuse or revoke leave of any kind is reserved with the authority granting. If an employee is already on leave can be recalled by that authority when it considers necessary in the interests of the institution.
- 9.7 The leave of any kind to the head of the institution/principal shall be sanctioned by the President or any other person so authorized by him the purpose.
- 9.8 All kinds of leave including earned leave of an employee lapses on the date on which he ceases to be in the services of the institution..
- 9.9 Unless he/she is permitted to do so by competent authority which granted leave, an employee will not be entitled to return to duty before the expiry of the period of Leave granted to him.
- 9.10 An employee shall, before proceeding on leave intimate to the competent authority the Address, contact numbers, email, while on leave and shall keep the authority informed of any change in the address previously furnished.

9.11 Leave cannot be claimed by an employee who is placed under suspension or against whom disciplinary action is initiated or contemplated

9.12 Casual leave

9.12.1 An employee shall be entitled to casual leave of 12 days in a calendar year during the first year of service and 15 days in a calendar year during the subsequent years. Not more than 5 days casual leave may be taken continuously. Holiday and Sunday cannot be prefixed /suffixed in such a way as to increase the absence at any one time beyond 7 days. If such absence is extended beyond these limits, it shall be treated as earned leave in respect of entire period. Casual leave may not be granted in combination with any other leave. Competent authority may grant casual leave of half day except on Saturday.

9.12.2 Casual leave shall be earned by an employee during the first calendar year of his service on a 9

9.12.3 Ordinarily the previous permission of the competent authority shall be obtained before taking casual leave. When this is not possible the said authority shall be informed as soon as practicable in writing or if writing is not possible, orally or through any other person about his absence from work, reason thereof and probable duration of such absence. In any event, application in writing shall be submitted to competent authority not later than the date the employee resumes duty.

In no case an employee will be allowed to proceed on casual leave on frivolous ground.

9.12.4 Holiday and weekly off falling within the period of casual leave will not be treated as part of casual leave.

9.13 Earned leave

9.13.1 An employee serving in the non vacation department shall be entitled to earned leave of 30 days and 10 days in case of vacation department in a calendar year or proportionate basis as per their appointment date. The leave account of every employee shall be credited with earned leave annually. Accumulation of earned leave at any time shall not exceed 180 days and shall lapse automatically unless otherwise ordered by the Competent authority.

9.13.2 An employee on earned leave shall be entitled to full emolument for the period of leave

9.13.3 Approved holiday and Sunday may be prefixed to earned leave

9.13.4 Public holidays/weekly off falling in between earned leave shall be accounted as part of earned leave.

9.13.5 The maximum earned leave that may be granted at a time shall be thirty days

9.14 Commuted Leave

9.14.1 Commuted leave may be granted on medical ground or on personal grounds subject to the following.

9.14.1(i) The employee should have completed three years of service as on date of application for leave

(ii) The maximum days of commuted leave that may be granted shall not exceed 30 Days at a time.

(iii) When commuted leave is granted to an employee and he/she subsequently intends to retire or resign on expiry of such leave the commuted leave should be converted into half pay leave.

(iv) The commuted leave should not be sanctioned when other kinds of leave are admissible.

9.15.1 Maternity Leave

A female employee may be granted maternity leave for a maximum period 90 days

9.15.2 The leave is admissible to a female employee who has completed three years of service as on the date of leave application.

9.15.3 Maternity leave shall not be admissible to female employee who has two or more living children

9.16.1 Compensatory causal leave

An employee is eligible for compensatory leave for working on declared holidays, subject to a maximum of ten in a calendar year. This can be availed only after exhausting of causal leave. The above leave can be availed under following condition

- a) A Register shall be maintained in each department regarding details of working in declared holiday; duly attested by HOD/Head of the institution.
- b) Examination duties (theory/practical) and valuation duties performed on Holidays shall be excluded from taking compensatory casual leave.

CHAPTER – X

10.1 Vacation & payment of salary during vacation

10.2 The Educational institution shall remain closed for the mid-term and summer vacation for the period prescribed by the respective heads of institution/college/school

10.3 Non teaching staff shall attend the office on all working days during the vacation period

10.4 The payment of salary to the teaching staff for the vacation period shall be as per the direction issued by M.E. Society from time to time.

CHAPTER – XI

11 Obligations of the employee

11.1 Every employee shall observe courtesy and politeness

11.2 No employee shall enter into monetary dealing with his/her colleagues subordinates, clients or customers nor accept any present from them

11.3 No employee shall use the institution name or properties for his/her own purpose and benefits except when permitted to do so by the management in writing

11.4 Every employee shall present himself/herself in his/her seat for the duty at the prescribed time without fail

CHAPTER-XII

12 Evaluation of efficiency

12.1 The management can conduct compulsory examination/tests/training and orientation programmes etc for updating knowledge, skill to enhance the efficiency and performance of the employee of the institution from time to time. Employees who fail to meet the required standard may be subjected to demotion, cut of increment, withholding promotions and increments. The employee may be subjected to any or multiple of the above said action. The management may take appraisal report of the employee to evaluate the efficiency level from time to time.

CHAPTER- XIII

13 SUPERANNUATION

- 13.1 The management may in special cases, order any employee to retire from service at any time after he/she completes fifteen years of qualifying service in the interest of the Institution/ organization by giving notice in writing in this behalf of at least three months before the date on which he/she is required to retire from service.

CHAPTER –XIV

- 14 The Management may formulate its own scheme for VRS (Voluntary Retirement Scheme) and CRS (Compulsory Retirement Scheme) from time to time.

CHAPTER – XV

- 15 Employees Provident Fund and pension scheme

The employees are covered by the employee provident funds and miscellaneous provident Act, 1952. The application of these rules are mandatory to all employee, According to these rules the employee shall contribute towards P.F. contribution as per the Rules and matching share of contribution shall be management and both share of PF contribution shall be remitted to the regional provident fund commissioner, every month towards crediting the amount to PF account and pension fund . The payment of contributions shall cease if the employee not being in service by resignation or dismissal or retirement or by any other reason.

CHAPTER – XVI

- 16 Miscellaneous provision

- 16.1 Transfer: Every employee shall be liable to be transferred from one place to another and from one department to another or from one institution to another sister institution (unaided to aided) provided such transfer does not entail reduction in total salary and position. The president may depute any employee to outstation for the work of the institution.

In the event of refusal to accept a transfer the employee shall be considered as absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be disciplinary action.

- 16.2 Joining time

When an employee is transferred from one institution to another under the same management, he/she should join the institution to which he/she/ is transferred immediately. If he/she is relieved in the forenoon he/she must join in the afternoon. Similarly if he/she relieved in the after noon he/she must join the forenoon of the following immediate working day.

- 16.3 Service certificate

- 16.4 every permanent employee shall be entitled to service certificate at the time of leaving the service of the institution. Such certificate shall be valid if is issued and signed by head of the institution.

- 16.5 Identification Card

Every employee will be provided with an Identification card and he/she shall show it on demand to any person authorized by the management for inspection. When an employee ceases to be in the employment of the institution/he/she/ shall surrender his identification card to the management before his accounts are settled. If an employee loses or damages his

identification card during his service he shall pay a fee as prescribed by the management from time to time to meet the cost of replacement.

16.6 Liability for search:

Employees are liable to be searched by the person authorized by the management at any time

16.7 Unauthorized possession of goods etc...

Any employee if found in unauthorized possession of any goods, equipments, article, materials, etc which are meant for use in the institution or kept in stock in the institution will be deemed to have come into possession of such goods etc by improper means. The management may confiscate goods etc, and unauthorized possession may attract disciplinary as well as any other action as deemed fit by the management.

16.8 No other facilities and benefits other than leave, Provident Fund and E.S.I. are available to the employees of Modern Education Society® Sirsi (i.e. unaided staff)

CHAPTER – XVII

17 Sexual harassment policy:

17.1 Scope of the policy:

The policy shall cover complaints by employees and students. A Woman employee can complaint for sexual harassment against her colleagues, superiors and/or subordinates. The Lady students are also covered under this policy. They can avail the protection of this policy against the any employee/student of the institution.

17.2 Definition and audit

"Sexual Harassment" includes any unwelcome sexually determined behavior, direct or by implication and including physical contact and advances a demand or request for sexual favors sexually colored remarks, showing photography any other unwelcome physical, verbal or non verbal conduct of a sexual nature. "sexual harassment" shall mean and include, but is not limited to the following.

17.2.1 When submission to unwelcome sexual advances, request for sexual favor and verbal or Physical behaviour of a sexual nature are made either explicitly or implicitly

17.2.2 When unwelcome sexual advance and verbal, non verbal or physical conduct such as loaded comments, remarks or jokes, letter, phone calls objectionable SMS or email, gestures showing of photography, lurid stares, physic contact or molestation, sound or display of a derogatory nature.

17.2.3 When any form of sexual assault is committed.

17.2.4 When any such conduct as in (i) (ii) above is committed by a third party or outsider in relation to an employee of the institution or vice versa in the premises of the institution

17.3 Constitution of committee and to prevent and deal with sexual harassment. The Institution shall establish committee to deal with sexual harassment. The committee shall consist of three members. One female member to act as Chairman of the committee. The other two members will be one male and another female member. The term of the committee is for a period of Five years and after the expiry of the said period the institution shall reconstitution the committee. The name of the persons who are on the committee from time to time along with their contact telephone number and other details shall be displayed on the notice board of the institution

17.4 Powers and duties of the committee

- 17.4.1 To ensure implementation of this policy by following latest circular in this regard
- 17.4.2 To see that a Committee is constituted and ensure and supervise its proper functioning.
- 17.4.3 To organize regular workshop and training programmes.
- 17.4.4 To formulate programmes for the spread of awareness of the policy by the Management
- 17.4.5 To bring out publication against sexual harassment and also concerning Implementation of this policy.
- 17.5 To lay down grievance procedure
 - 17.5.1 Any employee will have a right to a complaint concerning sexual harassment against an employee or any outsider with any of the members of the committee or chairman
 - 17.5.2 Such a complaint may be oral or in writing
 - 17.5.3 If the complaint is oral, the same shall be reduced in writing by the committee members to whom the complaint is made
 - 17.5.4 The complaint will be treated as confidential by the committee
 - 17.5.5 Immediately after the receipt of the complaint and within not more than 2 working days, the member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee
 - 17.5.6 Within a period of 5 working days from the date of such communication the chairperson shall convene meeting of the committee
 - 17.5.7 The committee shall examine the complaint and undertake investigation and given an opportunity to the complainant to present his/her case and the accused to give his/her version. The committee may examine witness from both the sides and the other side will have opportunity to cross examine the witness.
Documents if any produced by the parties may be taken on record. The committee after completion of investigation may submit its report to the HRD for further necessary action in the matter.
- 17.6 Protection against victimization.
In the event an employee complains against his/her superior and during the pendency of such investigation, the accused shall not be in the same post.
- 17.7 Consequence of complaint being proved
In the event allegation made in the complaint are proved against the employee, it will be taken as proved misconduct and competent authority may impose any of the punishment as envisaged in the policy on disciplinary process. No need to conduct separate enquiry in the matter. Action shall be taken on the basis of the finding of the committee. However, before imposing any punishment the employee shall be given a copy of the finding of the committee and he shall be called upon to show cause against the proposed punishment.
- 17.8 Obligation of the Management:
The management shall provide all necessary assistance for the purpose of ensuring effective and speedy implementation of the policy. Management shall be bound by the decision of the committee constituted as above and shall implement such decision in an expeditious manner.
- 17.9 THIRD PARTY HARASSMENT
In case third party sexual harassment the committee will actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety in the institution premises.
- 17.10 Savings

The proceedings under the policy shall not be stalled or postponed because the complainant is proceeding against the accused under any other provision of civil or criminal law. The provision of this policy shall not restrict the power of institution or complaint to proceed against the alleged offender for any other misconduct or to pursue the criminal or civil remedies.

CHAPTER – XVIII

18 SERVICE OF NOTICE

- 18.1 Any matter required to be notified under these rules and any notice by the Management to the employee shall be displayed on the notice board, such matter or notices shall be deemed to have communication to all employees.
- 18.2 Any notice or letter or communication intended for an employee may be delivered to him/her personally in the premises of the institution and the Employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time provided a copy thereof is exhibited on the notice board. Such refusal will render the employee liable for disciplinary action.
- 18.3 In the case of an employee who is absent any notice or letter or communication intended for such an employee be sent to him/her by registered post with acknowledgment due to the last known address intended in his/her service register of the employee shall be deemed to have served on him/her. It is mandatory on the part of the employee to update the change in address. Where such a registered communication or letter or notice is returned undelivered for any reason copy of thereof shall be displayed on the notice board, as such display shall be deemed to be adequate service of communication letter or notice on the employee.

CHAPTER-XIX

- 19 Travel expenses reimbursement and daily allowance
- 19.1 Reimbursement of travel expenses including accommodation charge, daily allowance is granted in accordance with the rules laid down by the Governing body from time to time.
- 19.2 Reimbursement of travel expenses shall include the following:
 - 19.2.1 Actual cost of ticket or fare paid for the journey within the permitted mode of Travel.
 - 19.2.2 Accommodation charges, if any within the prescribed limit.
 - 19.2.3 Daily allowance as applicable
- 19.3 An upgrade in the mode /class of travel is permissible only when authorized by the principal of the institution or the President.
- 19.4 The Governing body reserves the right to arrange prescribe travel and accommodation of its choice of any class of employee while they are on authorized itinerary. When travel or accommodation is not provided actual travel expenses/actual room rent subject to the production of original bills.
- 19.5 Traveling advance may be paid to employee at their request in writing and the advance shall not be more than the appropriate expenses likely to be incurred for the intended journey. If the advance taken exceeds the amount when the bill is submitted the balance shall be credited to the institution within a week.
- 19.6 Daily allowance is admissible the time of the commencement of the journey till the time of return to the usual place of work.

- 19.7 When cost of meals and refreshment are included in the room rent of the hotel or included in the package (such as registration fee for the conference) or otherwise will be borne by the institution, the entitlement to daily allowance will be restricted to 50%.
- 19.8 No daily allowance is admissible during the period when an employee goes leave while on official itinerary.
- 19.9 All TA & DA bills of the staff members shall be approved by the head of the Institution. However if any claim is not within the permitted guidelines than such claims shall be forwarded to the office of the institution for consideration of the President.
- 19.10 If the staff gets reimbursement of the expenditure by any other agencies for Journey undertaken by them, partly or fully, the claim amount shall be reduced by the amount reimbursed by the other agencies.
- 19.11 Each travel bill shall contain a brief tour report explaining the purpose for which the tour undertaken supported by the recommendation by the head of the institution.
- 19.12 All TA/DA claims shall be made in writing in the prescribed format within a maximum period of 15 days from the date of return from the journey.

CHAPTER-XX

- 20 Display of rules
These rules may be displayed on the notice board or such other places as specified by the head of institution within the premises of the institutions.

Approved vide Resolution No. 9 of Governing Council Meeting dated 27-6-2016 w.e.f. 1-7-2016.

Per Modern Education Society

Gen. Secretary

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