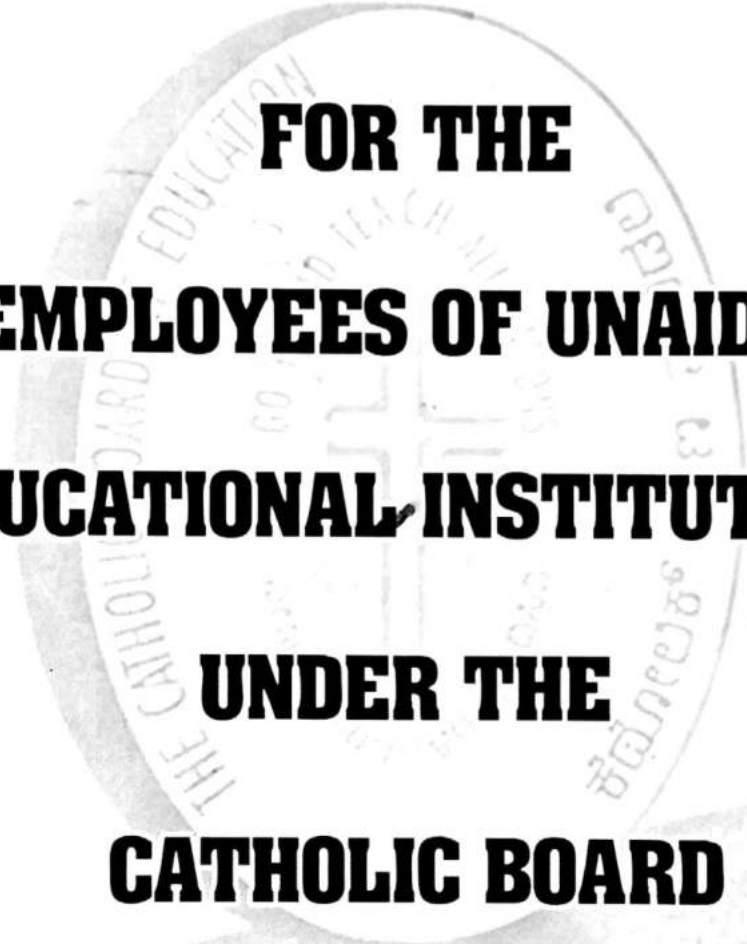


**SERVICE RULES**  
**FOR THE**  
**EMPLOYEES OF UNAIDED**  
**EDUCATIONAL INSTITUTIONS**  
**UNDER THE**  
**CATHOLIC BOARD**  
**OF EDUCATION OF THE**  
**DIOCESE OF MANGALORE**



## INTRODUCTION

**CATHOLIC BOARD OF EDUCATION** was started in 1932, a registered society carrying on the apostolate of education with a vision, "An Enlightened Society for a fuller life". The Mission of the Catholic Board of Education is "Gearing up our education apostolate through moral and spiritual values and making it life enhancing specially for the poor and marginalized." We are though committed primarily to the education of the children of our community yet have been educating thousands of boys and girls, irrespective of caste, creed, colour or religion.

**Catholic Board of Education** has grown into a gigantic educational organization in the districts of D.K., Udipi and Kasargod. Over the years the CBE has come to establish - 120 Pre Primary Schools, 168 Higher Primary schools, 68 High schools, 17 Pre University colleges, 11 Colleges, one Technical institute and one Nursery Teachers Training School with about 75,000 students studying in various educational institutions and around 2500 staff involved in administering these institutions. We are proud of thousands of students in rural areas though economically and socially challenged are being able to get sound education and are prepared to face the challenges of life.

Consequent to the adoption of the new education policy by the Government of Karnataka in 1994, permission was granted to start new educational institutions without any government aid. Yet, in the recent past a number of unaided educational institutions have come into being under the management of the Catholic Board of Education due to the commitment of the diocese to the educational apostolate.

With a view to maintain uniformity with regard to governance and administration amongst all the unaided educational institutions under the CBE, it is decided to bring out a separate set of Service Rules and Regulations for compliance by employes of all unaided educational institutions under the CBE.

1:13 'Head of the Institution' means the Headmaster/ Headmistress, Principal, Dean of the institution under CBE appointed by the President of the CBE.

1:14 'Employer' means the Secretary, CBE

## E-2. SCOPE AND APPLICABILITY

2:1 These Rules shall be called "The Service Rules of the CBE".

2:2 These rules shall apply to all Employees working in all educational institutions coming under CBE.

2:3 These rules shall come into effect from 01-06-2014 and these rules shall supersede the existing rules in operation.

## E-3. AMENDMENT AND MODIFICATIONS

3:1 The Governing Board of CBE as and when required shall make necessary amendments, make new or additional rules or repeal any part of the existing rules which shall be brought to the notice of all concerned.

## E-4. INTERPRETATION

4:1 The interpretation given by the Secretary of the CBE of any clause in these rules shall be final and binding.

## E-5. CLASSIFICATION OF EMPLOYEES

5:1 'Permanent Employee' is an employee who after successful completion of his/her period of probation has been confirmed.

5:2 'Probationary employee' is an employee who is employed against a permanent vacancy for an initial period of two years.

5:3 'Temporary employee' is an employee who has been appointed for a short period.

5:4 'Part-time employee' is an employee who is appointed purely on a part-time basis.

5:5 'Contract Employee' is an employee who is appointed for a fixed period.

## E-6. PROBATION & CONFIRMATION

6:1 Every employee shall be appointed on probation for a period of two years from the date of joining service.

6:2 On completion of the said probation period, the service of the employee is to be confirmed in writing or to be terminated in writing by the management.

## E-7. CODE OF CONDUCT AND DISCIPLINE.

7:1 Employees shall maintain high standard of conduct. They shall refrain from gossiping, loud talking or any other behaviour that would interfere with other's work.

7:2 Employees shall always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipments according to the nature of their work shall wear them or use them only while on duty.

7:3 Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time.

7:4 Employees shall abide by the instructions put up on the notice boards or communicated to them from time to time by their superiors or departmental heads. Every employee shall make himself or herself familiar with the day to day communications displayed on the notice boards of the Institution.

7:5 Employees shall accept any work, normally falling under the category of employment assigned to them by the employer or Principal or the Departmental Head/ Superior, besides the main routine work allotted to the particular post held by them.

7:6 Any incident which is out of the ordinary or any emergency arising in the Institution when observed by the employee shall be immediately reported to their respective Superiors/ Management.

7:7 Employees using instruments, equipments and other appliances of the institution shall replace them in their proper places and every breakage and / or damage caused shall be reported immediately to their immediate Superior in the Institution.

- 7.8 Every employee shall take sufficient care of the property, materials, instruments, and equipments, etc. of the Institution.
- 7.9 No articles of the institution shall be taken out from the premises of the Institution by an employee without the permission of the Joint Secretary.
- 7.10 Employees shall wear their identity cards, if issued, while on duty.
- 7.11 No employee except the head of the institution shall make use of the cell phones during the working hours.
- 7.12 The teaching staff shall arrive at the school/college premises at least 30 minutes before the commencement of the class and leave 30 minutes after the last class.
- 7.13 The teaching staff shall write their notes of lesson/work diary for the week and submit the same to the head of the institution for scrutiny and approval on the first working day of every week.
- 7.14 Infliction of corporal punishment of any kind on any student is prohibited.
- 7.15 During the working hours a teacher shall not send students out of the class nor make them stand outside the classroom by way of punishment.
- 7.16 The employee shall never ridicule a student or use foul language.
- 7.17 The teaching staff shall move around while teaching and shall have an eye contact with all the students of the class, and use the blackboard as often as possible but clean it before leaving the class.
- 7.18 The teaching staff shall make use of the library as often as possible and also motivate the students to develop reading habits.
- 7.19 The teaching staff shall ensure discipline and better performance from the students by being firm and using positive reinforcement.

- 7.20 The teaching staff shall be impartial and objective in all matters.
- 7.21 The teaching staff shall listen to the students to enable a close and healthy relationship with them.
- 7.22 The teaching staff, if and when necessary, in consultation with the head of the Institution, shall send for the parents of the students.
- 7.23 The teaching staff shall inform the head of the institution if she/he needs to visit the homes of the students.
- 7.24 The teaching staff shall never accept any gift or seek favours from students or their parents.
- 7.25 The Teaching staff shall avoid physical touch with any students especially with girl students.
- 7.26 The teaching staff shall not criticize or comment on another teaching staff in the presence of students or their parents.
- 7.27 Employees shall not criticize the administration or the institution in the presence of the students, parents and general public.
- 7.28 The teaching staff, having children studying in the same school, shall not expect any special privileges for their children nor demand such things from other teaching staff.
- 7.29 Giving private tuition is strictly prohibited.
- 7.30 The class teacher shall sign the leave note of the students on the diary/calendar when the students come back from leave. If a student remains absent continuously for three or more days without information, the fact shall be brought to the notice of the Head of the Institution.
- 7.31 If the student is sick during the class hours, it shall be brought to the notice of the Head of the Institution personally and medical assistance shall be provided immediately to the extent possible to the concerned student. Parents of such students shall be informed thereafter. Students suffering from contagious disease shall be discouraged from attending the classes till they fully recover.

- 7.32 Teaching staff shall supervise personal cleanliness and hygiene of the students.
- 7.33 Teaching staff shall educate the students to maintain the classroom and surroundings neat and clean and also to keep the furniture of the classroom in order.
- 7.34 Teaching staff shall give more importance to the classroom work, giving minimum home-work
- 7.35 Teaching staff shall maintain records, books, (such as consolidated attendance register, mark register, progress cards/mark list etc), reports and documents related and connected with their profession and as required and demanded by the Head of the Institution from time to time.
- 7.36 Teaching staff shall volunteer to undertake and shoulder additional work/responsibility when required by the Institution, even during holidays/vacation, without expecting any additional remuneration.
- 7.37 The non-teaching staff shall be present at least half an hour before the school/college opens and shall continue to work 30 minutes after the last class.
- 7.38 The non-teaching staff apart from regular office work, shall do any other work related to the school/college that may be assigned to them from time to time by the head of their institution.
- 7.39 The non-teaching staff are non-vacation and they shall put in the same hours of work during the Dasara/Christmas holidays and vacation as on regular working days of the school/college
- 7.40 The class IV employees shall be present at least one hour before the commencement of school/college.
- 7.41 The class IV employees shall maintain the school/college building and the campus clean and shall assist the craft teachers, PETs in gardening and the upkeep of the playground.

#### E-8. MISDEMEANOUR

Without meaning to be exhaustive, the following acts of commission or omission may be treated as misdemeanour:

- 8:1 Discourtesy to outsiders
- 8:2 Habitual uncleanness
- 8:3 Careless work
- 8:4 Laziness and inefficiency
- 8:5 Negligence of duty
- 8:6 Smoking in public areas.
- 8:7 Non-observance of Departmental duty hours
- 8:8 Committing nuisance in the premises of the Institution.
- 8:9 unauthorized absence at the place of work
- 8:10 Quarrelling with others within the premises of the Institution

#### E-9. MISCONDUCT

Without meaning to be exhaustive, the following acts of commission or omission shall be considered as misconduct:

- 9:1 Insubordination or disobedience to the orders of the superior, whether individually or collectively
- 9:2 Calling for or joining a strike, either individually or collectively in contravention of the provisions of central or state legislation.
- 9:3 Inciting other employees/students to go on strike in contravention of the provisions of central or state legislation.
- 9:4 Distribution of any handbills, pamphlets, posters, or holding meetings etc., against the institution
- 9:5 Threatening, intimidating or abusing colleagues or superior.
- 9:6 Insubordination or delay in performance of duty or in carrying out orders of the Superiors.
- 9:7 Promotion of disencouragement and disloyalty among the employees or students towards the Institution.
- 9:8 Canvassing for any political activities, while on duty or while in the premises of the Institution.

- 9-9 Posting on or removing from the notice board any material without the prior written sanction of the Joint Secretary or person authorized by him for the purpose.
- 9-10 Refusing to obey orders of transfer.
- 9-11 Refusing to acknowledge any communication from the Management.
- 9-12 Refusal to offer oneself for questioning by the Joint Secretary or by any other person in charge of the Institution in the absence of the Joint Secretary.
- 9-13 Refusal to sign any document forms or registers kept or maintained for the purpose of daily record of routine matters
- 9-14 Indulging in heated arguments with co-employees, visitors in the premises of the Institution.
- 9-15 Wrongful confinement of an officer or officers of the Institution in order to make him yield to demands or disputes.
- 9-16 Non-cooperation with co-employees in proper discharge of duties.
- 9-17 Writing or publishing any article affecting adversely the reputation of the Institution.
- 9-18 Theft, fraud or dishonesty in connection with the Institution's property.
- 9-19 Demanding, taking or giving bribes, tips, gifts or any illegal gratification.
- 9-20 Absence without authorized leave, overstaying sanctioned leave.
- 9-21 Habitual late attendance.
- 9-22 Habitual breach of rules, regulations or norms of the Departments or of Service Rules and Regulations of the Institution.
- 9-23 Carrying on business within the premises of the Institution.
- 9-24 Habitual negligence of duty.

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- 9-25 Causing breakage or damage to the properties of the Institution.
- 9-26 Indiscipline or habitual breach of regulations regarding smoking, consumption of alcoholic drinks or drugs, and the use of abusive or obscene language.
- 9-27 Tampering with records, attendance registers, disclosing to any persons confidential matters, facts or figures about the Institution or its activities.
- 9-28 Any act of immorality within the premises of the Institution.
- 9-29 Violation of established safety practices on the premises of the Institution.
- 9-30 Fighting or quarreling inside the Institution.
- 9-31 Concealment of any facts which would have prevented an employee being employed initially.
- 9-32 Practice of casteism, communalism or inciting colleagues or students to offence.
- 9-33 Joining any organization which is considered to be anti national and anti-social by law
- 9-34 Giving private tuitions

#### **E-10. DISCIPLINARY PROCEDURE**

When an employee violates the code of conduct the following disciplinary procedure will be followed by the management.

- 10-1 A written memo shall be issued against the employee who has gone against the code of conduct and the employee shall give a written explanation to the authority who has issued the memo within the prescribed period. If the written explanation is satisfactory, the matter will be closed.
- 10-2 If and when the written explanation to the written memo is unsatisfactory a show cause notice shall be issued against that employee by the management stating why the disciplinary proceedings should not be initiated against the

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- employee. The employee shall give a written reply to the show cause notice within the time specified by the management.
- 103 If and when the written explanation to the show cause notice is unsatisfactory a charge sheet shall be issued against the employee by the competent authority and the disciplinary proceedings shall continue.
- 104 The Enquiry officer appointed by the management shall initiate the enquiry and the disciplinary proceedings giving opportunity to the accused employee to defend himself/herself.
- 105 Any notice, order, charge-sheet or communication shall be in English.
- 106 In the case of an unauthorized absentee employee, notice shall be sent to him/her by registered post with acknowledgement due to the address provided by the said employee at the time of joining service.
- 107 If the employee concerned fails to appear before the Enquiry Officer at the appointed time and place without showing sufficient cause for his absence to the satisfaction of the Enquiry Officer, then the enquiry shall be held ex parte.
- 108 During the enquiry, the employee shall be permitted to produce witnesses in his/her defense, and cross examine any witness that may be examined in support of the charge.
- 109 If the accused employee requests in writing he/she may be permitted to take the assistance of only his co-employee.
- 10.10 After the enquiry, the enquiry officer shall submit his report to the Secretary, CBE.
- 10.11 The accused employee shall get a copy of the findings from the Secretary, CBE and the accused shall give in writing his/her explanation to the Secretary, CBE.
- 10.12 The verdict shall be pronounced by the CBE based on the report of the enquiry officer and the explanation of the accused employee.

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#### **E-11. SUSPENSION PENDING ENQUIRY**

- 11.1 When an employee commits an offence, he/she may be suspended from duty by the Management pending enquiry.
- 11.2 During the period of suspension an employee may be paid subsistence allowance equal to 50% of the salary last drawn for a period of 90 days.
- 11.3 If the disciplinary proceedings are not concluded within 90 days and are prolonged for reasons not attributable to the employee under suspension, subsistence allowance may be increased to 75% of the salary last drawn till the proceedings are concluded.
- 11.4 If the disciplinary proceedings are not completed within 90 days and are prolonged for the reasons attributable to the employee under suspension, the subsistence allowance may be reduced to 25% of the salary last drawn till the proceedings are concluded.
- 11.5 Where a suspended employee is exonerated after disciplinary proceedings or when any criminal prosecution ends with an honorable acquittal, full pay and allowances shall be paid from the day of suspension after deducting the amount of subsistence allowance already paid to him/her.

#### **E-12. PUNISHMENT**

- An employee found guilty of misconduct and/or misdemeanour after due enquiry may be awarded following punishments/penalties:
- 12.1 Warning/censure or recording of adverse remark in the service records or
- 12.2 Stoppage of increment; or
- 12.3 Fine or
- 12.4 Demotion to lower cadre; or
- 12.5 Dismissal/discharge/removal from service; or

#### **E-13. PAYMENT OF SALARY**

- 13.1 Employees both teaching and non-teaching shall be paid the salaries as prescribed by the management, from time to time.

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**E-14. PROVIDENT FUND and ESI**

- 14:1 Eligibility to the Employees Provident Fund shall be as per the Provident Fund Act and Rules in force from time to time.
- 14:2 Eligibility to the ESI shall be as per the ESI Act and Rules in force from time to time.

**E-15. PROFESSIONAL TAX**

- 15:1 An employee shall pay Professional Tax as per the rules in force.

**E-16. INCREMENTS**

- 16:1 An employee shall be entitled for an annual increment every year.
- 16:2 The management has a right to withhold the annual increment for any period to be specified as a form of penalty.

**E-17. LEAVE RULES**

**17:1 Casual Leave:**

- 17:1:1 The employee shall be entitled to 15 days casual leave in a calendar year.
- 17:1:2 An employee who is confirmed in between the calendar year shall be eligible for casual leave proportionate to the remaining period of the calendar year.
- 17:1:3 A maximum of 7 days casual leave may be availed at one time and shall not exceed 10 days including Sundays and holidays.
- 17:1:4 Casual leave may be suffixed or prefixed to Sundays or holidays, but cannot be combined with earned leave.
- 17:1:5 Dasara and Christmas holidays are not considered as vacation and hence casual leave cannot be prefixed or suffixed to these holidays.
- 17:1:6 Temporary employees shall be entitled for one day casual leave for every completed calendar month.
- 17:1:7 Unavailed days of casual leave shall lapse as on 31 December.

**17:2 Earned Leave:**

- 17:2:1 The teaching staff shall be entitled to 10 days Earned Leave in a calendar year.
  - 17:2:2 Heads of High Schools/PU/Degree Colleges and the non-teaching staff considered to be non-vacation staff, shall be entitled to 20 days earned leave in a calendar year.
  - 17:2:3 teaching staff may accumulate a maximum of 120 days of Earned Leave
  - 17:2:4 Heads of institutions and non-teaching staff may accumulate a maximum of 180 days of earned leave.
  - 17:2:5 There is absolutely no provision for the encashment of earned leave.
  - 17:2:6 An Employee shall generally avail a maximum of 15 days earned leave at a time in a block period of three months. Under extreme circumstances, this rule may be relaxed depending on the exigency.
- 17:3 Maternity Leave:**
- 17:3:1 A female employee is eligible to avail maternity leave on submission of medical certificate for a maximum of 90 days with full pay.
  - 17:3:2 Maternity leave can be combined with any other leave.
  - 17:3:3 No causal leave can be accrued for the period of maternity leave.
- 17:4 Leave On Loss of Pay:**
- 17:4:1 An employee has a provision to avail leave on loss of pay.
  - 17:4:2 Sundays and holidays cannot be prefixed or suffixed to leave on loss of pay
  - 17:4:3 The increment of those who avail this facility shall be postponed for the number of days of LLP availed.
  - 17:4:4 Employee availing leave on loss of pay on medical grounds shall produce a medical certificate while availing the leave and a fitness certificate at the time of joining duty.
  - 17:4:5 The annual increment of the employee availing LLP on medical grounds shall continue as before.



**17.5 Leave for Higher Studies:**

17:5:1 A permanent employee wishing to pursue higher studies may apply for study leave specifying the period of leave required, which may be considered by the Management.

17:5:2 Such leave may be sanctioned without pay.

17:5:3 The employee availing Study Leave must produce a study certificate for the period of leave by a competent authority before rejoining duty

**17:6 Recall from Leave:**

17:6:1 An employee who is on any type of leave other than maternity/Medical leave may be recalled to join duty if exigencies of an Institution demand.

17:6:2 The employee can avail of the balance leave subsequently.

**17:7 Sanction of Leave**

17:7:1 Leave cannot be claimed as a matter of right. Grant of any leave shall depend on the exigencies of the Institution and at the discretion of the Head of the Institution/Management.

17:7:2 Casual leave of an employee shall be sanctioned by the head of the institution and C.L. of the head of the institution shall be sanctioned by the Joint Secretary

17:7:3 Any other kind of leave of the employees shall be sanctioned by the Joint Secretary on the recommendations of the heads of the institution.

17:7:4 Any other kind of leave of the head of the institution shall be sanctioned by the Joint Secretary

17:7:5 Leave for a period of more than three months shall be sanctioned by the Secretary of the CBE. The application for such leave shall be submitted well in advance through the head of the institution and the joint secretary with their recommendation.

17:7:6 Any employee desiring to leave the country either on leave or on holidays/vacation shall obtain the written permission of the management.

17:7:7 If an employee does not report to duty on the due date after the expiry of leave his/her absence from the due date shall be treated as unauthorized absence and disciplinary action shall be initiated.

**E-18. WORKING HOURS**

18:1 An employee shall be on duty in the Institution from Monday to Saturday

18:2 Every employee shall work 8 hours excluding lunch and tea break from Monday to Friday.

18:3 Every employee shall work for 5 hours on Saturdays.

**E-19. ATTENDANCE**

19:1 Every employee shall be punctual in reaching the Institution.

19:2 On arrival every employee shall sign the attendance register mentioning the time of arrival.

19:3 Every Employee shall sign the attendance register before the commencement of afternoon session.

19:4 An employee not signing the attendance register is liable to be considered as absent from duty for that day.

19:5 An employee who reaches the institution 15 minutes later than the stipulated time shall not be allowed to mark the attendance unless permitted by the Head of the Institution/ Department.

19:6 For every three or part thereof late attendance in a month the employee shall forgo a day's leave or a day's salary in lieu of.

19:7 An employee found absent from place of work without permission from the Head of the Institution/Department is liable to be considered as absent for that day.

**E-20. MOVEMENT REGISTER**

20:1 Employee going out of the Institution during the working hours for work connected with the Institution shall enter the name, date and time, place to be visited and purpose of the visit in the movement register.

20:2 The employee shall enter the time of the arrival on return.

## **E-21. APPRAISAL SYSTEM**

- 21:1 Every institution shall conduct an annual performance appraisal and also prepare a confidential report of the employees on a prescribed proforma.
- 21:2 The report in respect of teaching and non-teaching staff shall be prepared by the Head of the institution.
- 21:3 The report of the head of the institution shall be prepared by the Joint Secretary.
- 21:4 This report shall be submitted to the CBE at least 15 days before the last day of the academic year.

## **E-22. REDRESSAL OF GRIEVANCE**

- 22:1 If an employee has some grievances and complaints arising out of his/her employment the same may be submitted in writing to the Joint Secretary through proper channel.
- 22:2 The employee shall obtain a written acknowledgement from the recipient of the grievances or complaint.
- 22:3 If the employee is not satisfied with the decision of his/her immediate Superior, he/she can represent the same to the next higher authority of the Institution viz. Jt. Secretary.
- 22:4 Even at this level if it is not redressed then it can be referred to the Secretary, CBE who will be the final authority.

## **E-23. TRANSFER**

- 23:1 Employees under the management of the Catholic Board of Education shall be transferred from one institution to another.

## **E-24. RESIGNATION**

- 24:1 A permanent employee desiring to resign shall submit the letter of resignation giving specific reasons. The notice period shall be two months or payment of two months' salary in lieu of.
- 24:2 The management reserves the right to accept or reject the resignation.
- 24:3 Resignation submitted in between the academic year shall not be accepted.

- 24:4 Leave if any to the credit of the employee shall not be adjusted against the notice period.

- 25:5 Employee shall clear all outstanding dues pending against the institution before getting relieved from the institution.

## **E-25. RETIREMENT**

- 25:1 All permanent employees including head of institutions shall retire on attaining the age of 60.
- 25:2 An employee who has put in 25 years of service is eligible to take voluntary retirement.

## **E-26. SEXUAL HARASSMENT**

- 25:1 "Sexual Harassment" shall mean and include the following, but is not limited only to the following:
  - 26:1:1 When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.
  - 26:1:2 When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, objectionable SMS or MMS or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive Institution environment.
  - 26:1:3 When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person
  - 26:1:4 When any such conduct as defined in 26:1:1 and 26:1:2 above is committed by a third party or outsider in relation to an employee of the Institution, or vice versa on the premises of the Institution.
- 26:2 **SCOPE:** The scope shall cover complaints by employees against other employee(s), by a subordinate against Superior, by a student against the Members of the faculty or non-teaching staff and by a student against a Fellow Student.

**26:3 CONSTITUTION OF COMMITTEE TO DEAL WITH SEXUAL HARASSMENT:**

- 26:3:1 Every Institution shall constitute a committee to deal with cases of sexual harassment.
- 26:3:2 This committee shall consist of three members, one female member to act as Chairman of the committee. The other two members shall be one male and another female member.
- 26:3:3 The term of the committee shall be for a period of two years and on expiry the Institution shall reconstitute the committee.
- 26:3:4 The names of the committee members along with their contact numbers and other details shall be displayed on the notice board of the Institution.

**26:4 DUTIES OF THE COMMITTEE:**

- 26:4:1 To organize regular workshops and training programmes to staff, parents and students regarding prevention of sexual harassment.
- 26:4:2 To create awareness of sexual harassment and remedies available among the staff, students, parents and management.
- 26:4:3 To sensitize staff and students on issues of sexual harassment
- 26:4:4 To prevent cases of sexual harassment in the institution
- 26:4:5 To receive complaints related to sexual harassment
- 26:4:6 To conduct inquiries of complaints on sexual harassment
- 26:4:7 To prepare an annual report regarding cases of sexual harassment and action taken on them and submit it to the Joint Secretary

**26:5 GRIEVANCE REDRESSAL:**

- 26:5:1 An employee who is a victim of sexual harassment may lodge a written complaint with any of the members of the committee.

- 26:5:2 The complaint shall be treated confidentially at this stage.
- 26:5:3 On receipt of the complaint, the Member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee immediately
- 26:5:4 On receipt of the complaint the chairperson shall convene an emergency meeting of the committee
- 26:5:5 The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version.
- 26:5:6 The committee may examine witnesses from both sides.
- 26:5:7 The complainant and the accused shall be given the opportunity to cross examine the witness.
- 26:5:8 Documents if any produced by the parties shall be taken on record.
- 26:5:9 The committee after completion of investigation shall submit its report to the Management with its recommendations for further action in the matter.

**26:6 PROTECTION AGAINST VICTIMISATION:**

In the event complainant being an employee and the accused being his/her superior, during the pendency of investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as the superior of the complainant.

**26:7 COSEQUENCE OF COMPLAINT BEING PROVED:**

- 26:7:1 In the event allegations made in the complaint are proved against the accused, it will be construed as proved misconduct and the competent authority shall impose the punishment as envisaged in the regulations on disciplinary process.
- 26:6:2 Action shall be initiated on the basis of the findings and recommendations of the committee as per article No.10.

**26:8 THIRD PARTY HARASSMENT:**

26:8.1 If the sexual harassment is by the third party or outsiders the committee shall actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety in the premises of the Institution.

26:8.2 The provisions of this Regulation shall not restrict the power of the Institution or complainant to proceed against the alleged offender in the court of Law.

**E-27. NOTIFICATION:**

27:1 Any matter required to be notified under these or other rules and regulations or any notice by the Management to the employees shall be displayed on the notice board and such matter or notices shall be deemed to have been communicated to all employees.

**E-28. RESPONSIBILITIES OF THE PRE PRIMARY (KG) TEACHER:**

28:1 Though many of the preceding rules are relevant to the Kindergarten teachers, it is pertinent that certain specific roles of the KG Teachers are underlined, as the personality and behavior of the adults have a significant effect on the social ambience of the Kindergarten children.

28:2 Good Care of the Children

28:2:1 Children who join the Kindergarten find themselves in a strange new world. Naturally they feel insecure in the first instance. A mighty challenge is thrown before the teacher. She has to win the confidence of the children with her love and warmth, her perseverance and resourcefulness. This is not an easy task, but it is a pleasant challenge.

28:2.2 Kindergarten classes have to be lively, full of cheerful activities. This is a stage at which children are initiated into schooling, into life itself. A child's attitudes to learning, to his/her friends, to people and to life are all decidedly influenced by his/her early schooling.

28:2.3 A KG Teacher is the first major influence in the educational life of a child. So it is very important that she sets out

ways o make the children more independent, responsible, sociable, imaginative, secure and loving. In this scenario, a KG Teacher has to deal with these children with tremendous patience, understanding and imagination. It is a magnificent role, to be played with great care, dexterity and sensitivity.

**Remember, an impatient teacher rarely has a patient student.** Teach patience through tolerance; never ridicule children, don't make children feel ashamed. Don't criticize, nor be hostile.

28:2.4 Teacher shall not bring the fear element into the class. Fear takes a child's sense of security and confidence.

28:2.5 Teacher shall use very gentle methods of disapproval, like a mild rebuke or reprimand, if at all it is absolutely necessary.

28:2.6 Teacher shall give the children plenty of reasons to trust him/her through actions, and make them feel secure in her/his care. All fears have to be handled sympathetically.

28:2.7 A KG Teacher can be a firm, fair, consistent and loving disciplinarian without resorting to punishment of any kind.

28:2.8 A teacher shall be a role model, demonstrating values and types of behaviour that they expect the children to emulate.

28:3 Good Organisation and Supervision

28:3.1 Teacher shall supervise the children when they play during the interval and lunch break.

28:3.2 Teacher shall keep a list of the children travelling by different school buses. They should accompany the children to their respective buses and ensure that they are seated. Similarly they shall accompany them from the buses to the class.

28:3.3 When the lunch is served in the Class, the teacher with the help of Teacher-aides shall see that the lunch is served properly and children are fed well.

28:3:4 Teacher shall keep a close watch on the children at all times. Children shall never be left unattended, because it can result in some mishap or the other. Teachers have to be extremely vigilant to prevent any unpleasant eventuality.

28:3:5 Teacher shall check the children's Diary every day and see whether there is any communication from the parent.

28:3:6 Communications sent to the parents in the diary must be correctly worded and written legibly.

28:3:7 Teacher shall devise appropriate extra-curricular activities keeping in mind the young age of the children.

- Rev. Fr. Wilson V. D'Souza  
SECRETARY

Place : Mangalore

Date : 01-05-2014

*Signature*