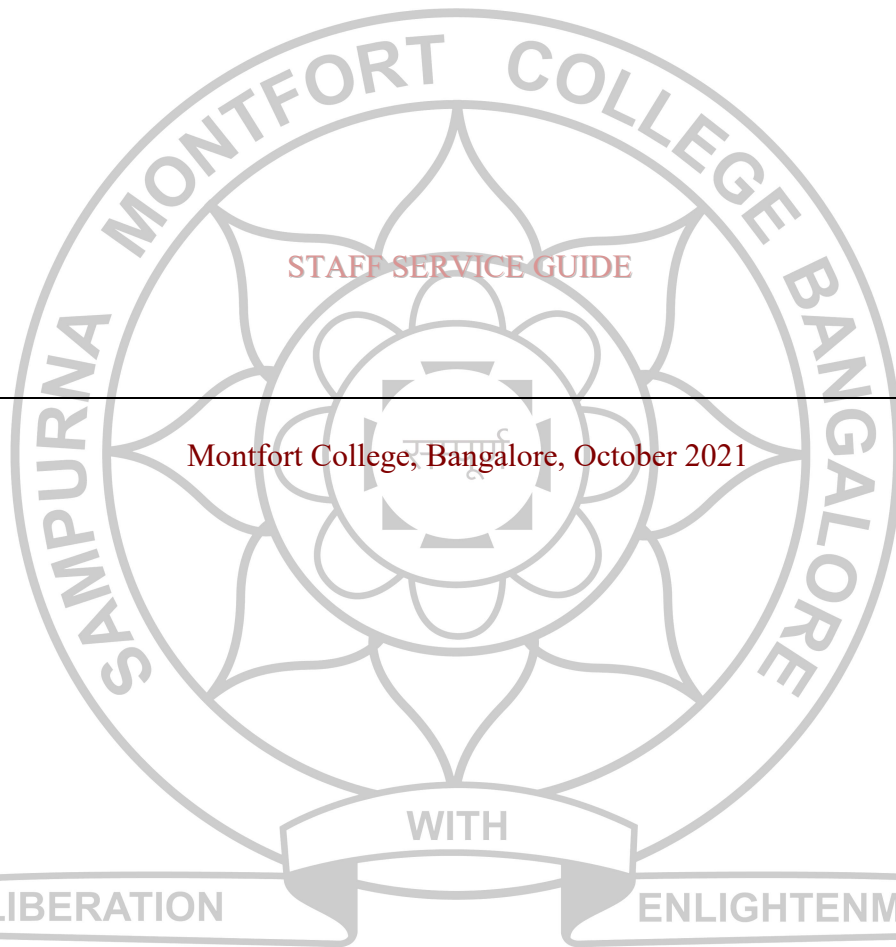




SAMPURNA

MONTFORT COLLEGE

AFFILIATED TO BENGALURU NORTH UNIVERSITY



STAFF SERVICE GUIDE

Montfort College, Bangalore, October 2021

1. INTRODUCTION

Montfort College Society, Bangalore (Regd) is a Christian Minority Religious Society started and managed by a Catholic Religious Order known as The Institute of the Brothers of St Gabriel. It was founded in France 300 years ago by a visionary St Louis Marie Grignion de Montfort; for educating the youth. The Montfort Brothers Institute values both Christian ideals and academic excellence and has had its presence in establishing educational institutions including technical and special education for the youth in India since 1903. At present it manages around 160 educational institutions; in 21 states in India. To address the large requirement of trained psychological counsellors for educational, family, health care and industrial settings, Montfort College Society has pioneered counsellor education training in India since 1995.

In 2021 programs were launched with vision of providing multidisciplinary options to students at the undergraduate level.

1.1. Montfort College

Montfort College, Bangalore, is the first 'post-graduate' training institution in India for counsellor education. Post Graduate Diploma in Holistic Psychological Counselling was established in the year 1995 under the umbrella of SAMPURNA, meaning becoming whole. It is committed to impart education cum discipline specialising in Counselling Psychology and Psychology. The College strives for holistic development of its students and through them, the clients that they would be dealing with in the society. The overall experience at Montfort is an amalgamation of traditional learning methods in a supportive, family-like atmosphere that nurtures not only the academic requirements, but also individual care and personal growth.

The first Masters program in Holistic Psychological Counselling in India was established in 1998 with affiliation to Bangalore University under section 12 (b) and 2(f) of UGC . Subsequently, when Bangalore University was trifurcated in 2018, Montfort College was brought under Bengaluru North University. The college offers programmes in Counselling Psychology and Psychology at Masters level as well as multidisciplinary undergraduate programs along with support, guidance and opportunities for the personal development and professional growth of students.

Philosophy: Montfort College supports the philosophy of 'compassion for the deprived and the suffering' - much in line with the teachings of its founder, Louis Marie Grignion de Montfort. Therefore, engaging and being employed with this institution means an implicit willingness to accept and imbibe this philosophy.

The college believes in, and works at an educational system, that brings about academic

excellence, intellectual competence, overall personal growth and social awareness. The institution empowers the youth to develop an informed conscience, driven by a genuine concern for fellow humans and nature. The College is secular in nature and welcomes students from all castes, religions, creed and languages to be a part of the Sampurna Fraternity.

Motto: “Liberation with Enlightenment”

Vision: “To advance the design and application of psychological knowledge in the contemporary context for the overall mental and emotional well-being of society”

Mission:

- Train competent and ethical professionals with personal integration and commitment to the science of psychology and its application to real-world situations
- Provide a foundation for the scientific understanding of behavior and mental processes and offer contextually relevant, socially inclusive and acceptable mental healthcare support to all in need

Aim: To promote mental health and emotional well being in society, along with advancement of learning and understanding. We endeavour to train personally integrated, emotionally well balanced, morally upright, professionally competent, socially committed and empathetic psychologists and counsellors.

1.2. Minority Institution:

All institutions managed by the Institute of the Brothers of St. Gabriel are religious minority institutions and function under Articles 29 and 30 of the Constitution of India. The Constitution gives these institutions the freedom to function/administer, without undue /adverse interference from Central/State agencies or political forces that may arise from time-to-time in the State. This freedom affords the religious minorities to make their contribution towards building an egalitarian, secular and developed nation. All our rules and regulations are meant to further the cause of education in its fullest sense.

1.3. Definition:

For the purpose of clarity and meaningful implementation of these service regulations, certain terms used in this guide are clearly defined. Their relevance and applicability pertain to the content and interpretation of this text only. Definitions are annexed to this document.

1.4. Purpose of this guide

Adherence to Standards and Regulations is an important path in the pursuit of excellence. This guide provides terms and conditions which apply to all staff employed in the college towards fulfilling their duties in the best possible manner. The College reserves the right to change or alter these terms as a result of changes in external conditions and adopted by the College.

Staff members are required to comply with all statutory requirements and with all existing, updated and amended and new policies and procedures. Members are required to familiarise themselves with the policies and procedures.

2. GENERAL CONDITIONS

2.1. Equal Opportunities

Montfort College is committed to a policy of promoting and advancing equal opportunities and inclusion in employment, to challenging discrimination and inequalities and to implement best practice. The College will promote a working environment where factors such as age, race, colour of skin, ethnic or national origins, marital status, gender, disability, religion or belief, sexual orientation and socio-economic background do not affect treatment or progression.

2.2. Behavioral Expectations

Montfort College is committed to creating and maintaining a positive working environment where staff feel motivated, engaged, contribute fully and perform well, and which is based on mutual respect, politeness and civility. All members are expected to comply with the following principles:

- Respect for Others - there is no place for discrimination, harassment, and threatening, bullying or abusive behaviour.
- Comply with arrangements to ensure that all its operational activities are consistent with the highest principles of environmental and ecological sustainability.
- The College as employer, together with members of staff, have a shared responsibility to ensure a safe environment. If the staff has any concerns about a matter of health or safety, they should raise these with Principal / Administrator.
- The college campus has an environment that is 100 percent tobacco and alcohol free. Smoking, use of drugs or alcoholic beverages is strictly forbidden in the campus.
- Staff members are not to indulge in any act prejudicial to good social order and practices in society, within the premises of this Institution.

2.3. Information Technology

Staff members are required to comply with the College Information Systems Security Policy, the Conditions of Use of IT Facilities and associated Codes of Practice, which regulate the use of the network and hardware and software provided by the College. College IT facilities must be used for the purpose of teaching, research, coursework, associated administration or other authorized use; no private or personal work or use is permitted without prior authorization. Staff must take special care that disrepute of any sort does not reflect on the institution, through the use of electronic communication facilities.

2.4. Confidentiality

It is a condition of employment that staff must preserve the confidentiality of any personal and/or sensitive information, which is made available through the course of their work, whether directly or indirectly. This applies to information about current or prospective staff or students, and applies to information about any person with whom contact is made during the course of employment. Any breach of confidentiality will be regarded as serious misconduct and will result in disciplinary action.

2.5. Intellectual Property Rights, Copyrights and Patents

Members of the staff (by virtue of being employees of Montfort College) may be asked to work on a project in the course of their normal duties. This may result in the production of an Intellectual Property. In such cases the Intellectual property (IP), including copyright in both printed and electronic publications, which is generated by staff of the College in the course of their normal duties, belongs to the College rather than to the member of staff. No company or partnership shall be established to exploit IP in which the College has an interest without specific approval from the College.

2.6. Scientific Conduct in Research

It is the responsibility of every member of staff to uphold the good reputation of the College and, consequently, it is expected that staff will undertake all research activity with integrity and proper conduct and raise any concerns they may have about possible scientific misconduct with their immediate authority.

2.7. External Interests

Staff may hold external interests in addition to their College position, with permission, but these external interests must not conflict with their responsibilities and workload for the College. Whenever staff wish to hold an external interest, they must secure the prior written consent of the management before accepting an external interest or extending an existing external interest, including the undertaking of any private consultancy work, whether on a part time or casual basis, in the evenings or at weekends. This enables the College to identify and manage conflict of interest issues that may arise.

2.8. Security

Staff should carry ID cards at all times or have them available for examination upon request as determined by the Management. Loss or damage of an ID card should be reported to office immediately.

2.9. Use of College Equipment

The Institution premises and facilities shall not be used in any way by a staff member, to further his/her personal interests that are non-academic. This extends to the use of photocopiers, printer, stationery, internet etc for personal use.

3. HUMAN RESOURCE MANAGEMENT

Montfort College believes in professional excellence and envisages employing competent persons for its programmatic and administrative functions. Staff requirements are well planned responding to emerging needs and appointments made on the principles and practices of equal opportunities and without discrimination on the basis of caste, creed, gender, race, or disability.

3.1. Staff classification

The college has the following classification of staff

- a. *Teaching staff*: Director/Principal, Associate Professor, Assistant Professor, Teaching Assistant, part-time teaching faculty, tutor etc.
- b. *Non-teaching staff*: Administrative Superintendent, administrative staff, accountant, librarian, receptionist, etc.
- c. *Supervisory staff*: Hostel warden, Maintenance Supervisor
- d. *Support staff*: Lab assistant, library attendant, maintenance staff, security personal, driver, gardener etc.

3.2. Recruitment

- a. Our recruitment policy aims at ensuring a fair selection process. The aptitude and passion for teaching are taken as preferred attributes together with other competencies. Qualifications, skills and experience are the main considerations for recruitment of non-teaching staff.
- b. The Principal informs the Director of the vacancies and with his approval starts the recruitment process, which may include issuing advertisements, inviting applications and scrutinize the academic qualification, merit, experience and references and holding interviews, etc.
- c. Selection committees are constituted to recruit staff as follows;
 - For teaching staff: Director, Principal, Vice Principal, Management nominee, senior faculty, external or subject expert.

- d. For non-teaching staff: Director, Principal, Vice Principal, Financial administrator and Administrative Coordinator/Management Nominee.
- e. Authority to issue appointment letter will be as follows:
- The Chairman will sign the letter of appointment of the Principal
 - The Director/Principal will sign the appointment letter of teaching and non-teaching staff
 - The appointment of non-teaching staff may be made by direct recruitment or promotion. When making appointment by promotion, due consideration shall be given to conduct, service seniority/merit as well as to the recommendation of the Principal.
 - However, the Principal can make a temporary appointment for a period up to three months, if he is a Montfort Brother, on intimation to the Director. A non-Montfort Principal is not authorized to appoint any staff.
 - The Principal, if he is a Montfort Brother is empowered to appoint part-time and temporary staff after intimation to the Director.

3.3. Probation

- a. All new staff will initially be on a probation period for a period of 1 year, after which at the discretion of the Management, they will be given an appointment letter of permanent absorption. The management could also decide to either increase the probationary period by another 6 months to 1 year.
- b. Mere completion of probationary period will not entitle any person to the right for appointment as permanent staff.
- c. The probation period may be extended by six months at a time and up to a maximum period of two years, if his/her performance is not satisfactory. The probationary period shall, in no case, be extended beyond two years from the date of appointment.

3.4. Service record

- a. Under the guidance of the Director, the Administrative Coordinator shall maintain the service record, documents, seniority list, etc of all the staff of the Institution as per Government regulations.
- b. The Director / Principal ensures periodic performance appraisal of all teaching faculty in the form of self appraisal, peer appraisal, student appraisal and appraisal by the Management.

3.5. Induction

- a. All newly joined employees shall upon completion of the formalities undergo an induction / orientation program, intended to familiarize them with the dynamics of the institution.
- b. The methodology would be that of guided interaction with the various sections in the staff

3.6. Job Responsibilities

Every employee shall be provided with a job description of his/her specific assignment which they are expected to carry out as per the roles and responsibilities assigned to the satisfaction of the Management. The job description may be changed or modified by the Management, in accordance with the dynamic needs of the institution. Any failure by an employee to carry out his / her prescribed duty will be treated as misconduct.

a. Director

- The Director is appointed by the Chairman of Montfort College Society/ Provincial Superior of the Province of Bengaluru. He shall be one of the permanent members of the Society.
- The Director is the secretary of the Montfort College Society and is responsible for the overall functioning of the Institution.
- He controls and oversees the activities of the institution and is a representative of the Management in the institution.
- As such he plays the role of liaison between the Management and the employees.
- He guides and supervises the Principal, on the day today running of the institution, recruitment, confirmation, promotion and discharge of the staff and also the admission of students.
- He is responsible for all legal matters and matters pertaining to the general administration and finances of the Institution. He and the Principal represent the Management before all Government/regulatory agencies.
- He is responsible for channelling scholarships for the poor and any other financial assistance to the students and staff. He supervises and maintains the properties, both movable and immovable of the Institution.

b. Principal

- The Principal is appointed by the Management and shall be one of the permanent members of the Society. Anytime when a qualified member of the society is not available, Principal may be chosen from among the qualified members of the faculty or a qualified person from outside the College.
- It shall be his/her primary duty to uphold the vision and goals of the college, to maintain high academic standards, discipline among staff and students, inculcate in students a sense of values and concern for the disadvantaged and attend to ongoing formation of students and faculty.
- The Principal would be the bridge between the College and the University and other educational or administrative departments of the Government. He/She may from time to time authorize any employee to do such liaison work on his/her behalf.
- The Principal coordinates the communication between the management and the staff and is responsible for the proper implementation of guidelines and policies. He/She shall also be responsible for providing the requisite feedback to the Management through the Director, about the administrative and academic functioning of the college.
- The Principal shall have to maintain a healthy blend of academic interest and

administrative discipline. He/She shall keep cordial and smooth working relations with the UGC, the University Departments and the Government agencies in the State of Karnataka.

- The Principal has to conduct periodic independent review of faculty performance. He/She has to initiate avenues for developing faculty knowledge and capability. Principal will also facilitate specialist lectures for faculty and students.
- The Principal has to ensure periodic review of the syllabi and put up proposals to the University through Board of Studies, to improve teaching methods and curriculum.
- The Principal has to ensure proper leave management of faculty so as to accomplish smooth implementation of the syllabus, along with personnel well-being. He/She has to convene regular faculty meetings to review progress/change of planned activities.
- The Principal is responsible for maintaining overall student discipline and for resolving difficulties faced by the faculty and students both on academic and administrative fronts.
- The Principal has complete authority to supervise over any curricular, co-curricular and extra-curricular activity of any staff member and/or student of the college.

c. Vice Principal

- The Vice-Principal would be a qualified academician and would be appointed by the Management, at the recommendation of the Director; and will function in consultation with the Principal.
- Will guide and oversee the functioning of the Academic Coordinator; also will organise Faculty Development Programmes (FDP)
- The Vice-Principal assists the Principal in carrying out his duties and takes over from him during his absence.
- As a matter of accepted norm, the Vice-Principal, while officiating as Principal, shall refrain from making any 'change in policy' decisions.
- The Vice-Principal is overall in charge of student discipline and maintenance of Code of Conduct by students on the campus. He/she is responsible to ensure the effective functioning of various statutory, non statutory committees and students clubs in the college.
- Vice-Principal would perform routine duties that pertain to college, daily administration and its academic functioning.

d. Coordinator - Academics

- Coordinator-academics will function in consultation with the Vice Principal will be responsible to organise all academic matters – Time Table, allotment of classes, completion of syllabus, internal assessment and completing all the academic requirement of University; may be requested to would carry out the duties of Vice-Principal/HOD, in the event of their non-availability.

The post of Academic Coordinator was created to synchronize and systemize the scholastic and pedagogical activities in the college. The Academic Coordinator is tasked with the following responsibilities:

- Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.
- Calculation of total teaching workload including practical, tutorial and laboratory hours.
- Estimating the number of teachers needed to carry out the academic programme in that semester.
- Reporting the need for additional teachers as per workload requirement to the notice of the Vice Principal and Principal.
- Being part of the selection committee at the time of recruitment of new teachers.
- Formulation of the Timetable for every semester.
- Co-ordination of subject allotment among teachers with final approval from the Principal.
- Verification if course plans that have been submitted by the teachers are as per syllabus.
- Monitoring if the CIA schedule given in the course plan is adhered to.
- Adjustment of the time table when teaching staff are on leave or on official duty so that students are engaged.
- Resolve difficulties faced by the students, academic and non-academic, in due consultation with the class teacher.
- Referring essential cases to the Counsellor, with a discreet note of reference.
- Coordinating inputs received from various staff members in order to formulate the Academic Calendar for the year. This includes scheduling of various academic activities such as
 - Case conferences
 - Internship and Practicum dates
 - Field visits
 - Value added programmes
 - Coordinating the exercise of getting students and teacher feedback.
- Obtaining approval of the Academic Calendar from the Principal
- Ensuring that teachers record the following in the ERP
 - Attendance
 - Overall Semester Plan for each subject.
 - Individual Lesson Plans for each teaching hour.
 - Internal assessment marks.
- Coordinating with individual teachers to ensure that Semester Plans include a variety of pedagogical methods.
- Attending to concerns that teachers might have, regarding academic matters.
- Channelling academic concerns that students might have to the respective teacher.

- Ensuring that classes and academic activities run smoothly as per the approved Academic Calendar.

e. Administrative Superintendent will report to the Principal and is in charge of the office and administrative activities of the Institution.

- She/he would be responsible for maintaining an updated record of the personal and medical information about all staff members and students that could be used in a contingency. She/he would also assign and oversee work of all non teaching staff as well as the management of hostel and mess facilities.
- She/he is also in charge of all documentation and correspondence of the Institution with the University, Governments, Legal matters, Society, Family Counselling Centre and other organisations along with upkeep of its safety and security provisions;
- Ensuring that regulations in the service rules are complied with by all the employees.

3.7 Salary Payment

- a. The salary scale of all employees shall be governed as stated in the letter of appointment applicable to him/her.
- b. The pay and allowances of the staff are decided as per the norms of the Management and shall be paid not later than the fifth day of the month, for the preceding month for which salary is due.
- c. Salaries are paid monthly by bank transfer and subject to compliance with legislation and regulations for deductions from pay.
- d. Salaries of employees shall be with the following deductions:
 - Statutory deductions towards Income tax, professional tax, PF, ESI or any other tax payable by the employees and deductible at source.
 - Deduction for repayment of loans advanced to the employees.
 - Deduction for allowance such as food, lodging etc, where applicable.
 - Deduction for damage to or loss of goods entrusted to an employee for custody and for loss of money which she/he is required to account for, when the damage of loss is attributed to her/his fault / negligence.

3.8. Salary Review and Increments

- a. An employee will be eligible for increment based on satisfactory performance of her/his duties during the preceding year.
- b. Increment is neither automatic nor mandatory. The Management reserves its right to withhold an increment if it is not satisfied with the performance of the staff member.
- c. The Management may, in deserving cases, award more than one increment and other incentives if the performance of the staff is found outstanding.
- d. Only those staff members who have completed a minimum of 12 months of service will be eligible for annual increments and allowances.

3.9. Appraisals and Performance Review Systems

- a. All staff members shall undergo an annual performance appraisal in order to enable the Management to document the employee's performance during the year, for current and future reference; and to take steps, where needed, for improvement.
- b. Through this exercise the capabilities and the performance of each employee during that year will be appraised and rewarded, if so, decided by the Management.
- c. Forms of appraisal:
 - Self appraisal
 - Peer appraisal
 - Student's appraisal
 - Appraisal by Principal and Management

3.10. Promotion

- a. Fitment to next higher scale will be only on promotion, which will normally be guided by the availability of position.
- b. Promotion of Faculty members shall be done when needed, at the discretion of the Management, in accordance with UGC guidelines. Performance at work, attainment of higher degree, contribution to the college and its activities, initiatives taken for student progression and development, Research and Publications etc would be some of the criteria for promotion. The Management may also consider seniority of permanent staff for this purpose.

3.11. Leave Provisions

The institution provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the disruption is minimum on the normal functioning of the college. The following types of leaves are available for staff:

a. Casual Leave (CL)

- An employee is entitled to 15 days of casual leave in a year.
- CL cannot be combined with any other kind of leave except duty leave and intervening holidays, if any.
- CL as far as possible must be pre-informed and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on the reporting day.
- CL can be availed of, for a maximum of three days at a time. It can be taken for half day also. No leave shall normally be entertained during major inspections or examination/evaluation period, etc.
- Application for C.L. specifying reason may be submitted to the Principal.
- Under exigency of service, the Institution reserves its right to cancel C.L. and recall the staff member to work.
- An employee who joins after the 15th of the month will not be eligible for CL during

that month.

- A maximum of two restricted holidays (announced by the government), in addition to the casual leave may be availed in a year, with prior approval by the authorities. Restricted Holiday (RH) is permitted to those who are likely to celebrate important festivities.

b. Special Casual Leave (SCL)

- Special casual leave, not exceeding eight days in an academic year, may be granted at the request of the faculty member for the following reasons;
 - To attend workshops, conferences, symposia and seminars
 - To attend examinations/tests or training programmes, including M.Phil./Ph.D.
 - For orientation, refresher or training programmes approved by the college.
- Special Casual leave must be pre-authorized, at least one week in advance.
- Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave. It may be granted however, in combination with holidays.
- A faculty may be permitted SCL once in a semester for attending National Level/Regional Level/ State Level workshops/conferences/symposia etc. Such SCL should not exceed one week. The faculty has to make own arrangements to conduct extra classes, in order to make up for such loss, in college working days.
- For one day or two-day National Seminars, staff will be able to avail of this facility for not more than two seminars in a semester.
- SCL approval for attending seminars, workshops, and conferences, on relevant subject/s shall be encouraged, to enable knowledge updating, by the faculty.
- Permission has to be sought for this purpose, in writing. Faculty members must have completed at least one year of continuous service in the college, to be eligible for this.

c. Duty Leave

Duty leave may be allowed to the faculty for the following reasons: -

- For attending meetings of the University/ Govt and for presenting Extension lecturers, if it has been assigned by the institution.
- Duty leave must be pre-authorized by the Principal/Director.
- For performing any other duty for the institution.
- The concerned faculty should make suitable alternative provision, as far as possible, so that neither work nor discipline suffers.
- Application for duty leave, supported by relevant documents (nomination/appointment) must be made at least three days in advance.
- On return staff should produce evidence for having attended the specific duty.

d. Maternity Leave

- A permanent female staff is entitled to Maternity leave on full pay for a period not exceeding 90 days, up to two children.
- Maternity leave must be approved, one month in advance.
- Application for leave must be supported by a medical certificate.

- If a faculty / staff resign from service immediately on expiry of the maternity leave, the maternity benefit so availed shall be refundable unless otherwise approved by the Management.
- A minimum work period of one year must be ensured after availing maternity leave, for full pay entitlement.

e. Paternity Leave

- A permanent male employee may be granted paternity leave on full pay for a period of six days during the confinement of his spouse i.e., up to six days before or up to six days from the date of delivery of the child up to two children.

f. Medical / Sick Leave

- Employees are entitled to five days of sick leave in a year. This may be regularized in retrospect, but application must be supported with a medical certificate.
- Management may grant an additional leave up to 15 days, for serious accidents or hospitalization for major illness, in which case a discharge summary from the hospital may be furnished.

g. Marriage Leave

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

h. Extra-ordinary leave (EOL)

- The Management may, at its discretion, sanction extraordinary leave on loss of pay.
- EOL is only for permanent faculty members.
- EOL may be granted only under exceptional circumstances, for reasons approved by the Management.

i. Vacation for teaching faculty

- Teaching faculty are entitled to vacation leave during the break between two semesters. Teaching faculty are expected to discharge all their obligations with regard to exams and evaluation of the answer-sheets of the End Semester Examination. Depending on the schedule sent by the university they can be on vacation till the reopening of the next semester.
- Normally staff will be able to avail of vacation up to a maximum of 15 days in a year. This includes any common vacation dates like Christmas holidays etc announced by the college.

j. Earned Leave for non-teaching staff

- Confirmed administrative staff that have completed one full academic year will be

eligible for EL of 15 days in a year.

- This leave is generally meant to cater for planned events. E.L. may be taken for a maximum stretch of five days at a time and it may not exceed maximum of five such installments during a year.
- Holidays may not be prefixed/suffixed to E.L. Application on for E.L. must be submitted to the Principal/Director and such approval obtained, before proceeding on leave.

k. Special leave for support staff

- Every support staff is entitled for one day per week as weekly day off. The Management may fix this weekly holiday in rotation. They are entitled for other holidays as per the List of Holidays for support staff, which is decided by the Management.

3.12. Working hours

- a. The College wishes to promote an ethos that all staff maintains a reasonable balance between home and working life. The working hours are in consonance with University rules.

Teaching Faculty

- b. On weekdays the working hours extend from 8.45 am to 4.40 pm with a 45-minute lunch break. On Saturdays the working hours extend from 8.45 am to 1pm. Every second Saturday in the month is a holiday for teaching faculty.

Office Staff

Since the college office is open to the public from 8.30 am to 5.30 pm, the duty hours of the office staff may either be from 8.30 am to 5.30 pm or from 9 am to 6 pm, as per the allocation.

Support Staff

Working hours are from 8.30 am and 5.30 pm.

- c. Employees may be appointed to posts involving different timings and/or working hours which shall be notified by the Director / Principal.

3.13. Code of Conduct

- Every staff shall maintain decorum befitting the status of a Professional education centre.
- They shall discharge their duties with utmost integrity, honesty, devotion and diligence. They shall also conduct themselves with discipline, respect to lawful authorities and with courtesy and kindness to all.
- They must devote working hours solely for the service of institution.
- They shall also co-operate in ensuring security to office premises. No employee is allowed to remove / take away any official material from the office without permission of the officer who is responsible for the Custody of the material.
- No employee shall disrupt the work of fellow employees.

- f. Staff shall obtain permission from the Director for participating in programs in visual media or giving interviews to print and/or digital media.
- g. In the event, when an employee is authorised by Management as a spokesperson to represent the organisation to the media, reasonable measures must be taken to ensure the accuracy of any information related to the institution in all material respects before it is disclosed. Media inquiries must be treated with due care.
- h. All staff members shall desist from soliciting favours from the parents and stakeholders of the institution.
- i. No staff shall directly or indirectly participate in such activities, which are against the sovereignty and integrity of the nation or join in any anti-national organisations. Nor shall any staff associate with organisations that profess values contrary to those of institution.
- j. Smoking, imbibing of intoxicating drinks and usage of drugs is strictly prohibited on the campus.

3.14. Code of Professional Ethics

I Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational

responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II Teachers and the Students

Teachers should:

- (i) Respect the right and dignity of the student in expressing her/his opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to the assessment of student merit without bias;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;
- (x) Refrain from inciting students against other students, colleagues or administration.

III Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- (ii) Refrain from undertaking any other employment and commitment which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) With the permission of Principal/Director to accept honorary academic responsibilities in other institutions;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract; Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution; and
- (ii) Teachers should help in the conduct of all events, programs, meetings etc that involve both teaching and non-teaching staff.

VI Teachers and Parents/Guardians

Teachers should:

- (i) Maintain contact with parents/guardians regarding performance of the students.
- (ii) Convey to them reports of their attendance and areas of mutual concerns at meetings convened for this purpose.
- (iii) Obtain feedback from parents regarding quality addition and suggestions for improvement of the institution.

VII Teachers and Society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to

the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship and participate in community activities;

(v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

3.15. Disciplinary Procedure

- a. By accepting employment in the institution, the employee agrees: -
 - To work in a responsible, disciplined, harmonious and productive manner.
 - To be loyal to the Institution and Management and work to accomplish its objectives.
 - To abide by the service conditions stipulated as well as any other lawful and reasonable instructions (written or verbal), given by the management.
- b. Any violation of the rules and regulations of the institution is a misconduct, which needs to be corrected through disciplinary action by the Management
- c. Disciplinary proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.
- d. Disciplinary action may include immediate separation of employment or any other action as deemed fit at the institute's sole discretion. The institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.
- e. Principal is the competent authority to take disciplinary proceedings and impose any of the penalties according to the nature of the misconduct

3.16. Grievance Redressal

- a. The college is committed to creating a work environment free from unfair and discriminatory practices in the matter of interpretation and application of policies, rules and procedures laid down by the competent authority.
- b. If there are any grievances regarding the day to day functioning, it should be reported to the academic coordinator who will take steps to rectify the matter.
- c. Grievances about another staff member can be brought to the notice of Vice-Principal/Principal/Director.
- d. Grievances against staff in higher authority may be conveyed directly to the Director of the institution.
- e. Personal grievances against the Director may be redressed with the Management directly.
- f. Based on the severity of the grievance, the management will lay down modalities to address it.

3.17. Sexual Harassment

- a. Sexual harassment in work place will be considered with all seriousness that it deserves. The institution is committed to the Constitutional rights of women, provisions of the Indian Penal Code on the trespass on the Modesty of Women, relevant Acts in force, and the directives of the Supreme Court regarding sexual harassment in workplace.

- b. All staff members have a responsibility for keeping work place and official tours free from harassment, and for creating an open and supportive environment in which all staff feel safe and comfortable
- c. Any staff who has become victim of any sort of harassment or have reasonable apprehension on the motive and move of a colleague is obliged to report the matter to the Principal/Vice Principal/Academic Coordinator.
- d. The institution will process all complaints regarding harassment through approved procedure and with respect to due process. Investigation on the above will be handed over to the Internal Complaints Committee.

3.18. Retirement and benefits

- a. Normal retirement age of regular faculty/ staff shall be 60 years. Faculty/staff who shall be completing the age of 60 years during the academic year may be asked to continue in service till the completion of the academic year at the discretion of the management.
- b. A retired staff member may be considered for re-employment on contract basis at the discretion of the Management. A staff member qualifies for retirement benefits after 20 years of completed service without break.
- c. The following benefits are available on retirement: -
 - *Gratuity*: Gratuity is applicable only for permanent staff and is worked out from the date of appointment. A permanent staff who retires upon superannuation or leaves service/resigns on completion of the given tenure, but not discharged for misconduct or convicted for a criminal offence, shall be entitled to gratuity, provided the total service, including the period of probation is not less than five years, without break. The calculation of gratuity will be as per the provisions of the Gratuity Act.
 - *Provident Fund*: Support and Administration staff drawing salary less than Rs 15,000 at the entry level, are entitled to Contributory Employee Provident Fund. The institution does not have provision for Contributory Provident Fund for teaching faculty.
 - *ESI*: Staff drawing salary of less than Rs 21,000 (Gross) per month are eligible for ESI benefits.

3.19. Resignation

- a. A permanent staff may resign his/her post by giving the Management three months' notice in writing or three months' salary in lieu thereof. For staff members who are on probation the notice period is one month or one months' salary in lieu thereof.
- b. Resignation becomes effective only when it is accepted by the Management.
- c. In the interest of the students and to maintain overall administrative efficiency no staff member, permanent or otherwise, shall leave service in the middle of the academic year/ semester.
- d. All official documents/material/ books should be returned by the staff member before collection of final dues and fulfill the exit formalities.

3.20. Termination

- a. During the period of probation, the Management shall be entitled to terminate the appointment if the employee is found unsuitable for assigned work.
- b. The services of regular staff may also be terminated for any of the following reasons:-
 - Unsound mind or major physical incapacitation
 - Insolvency
 - Criminal conviction
 - Moral turpitude
 - Management's loss of confidence in the employee.
 - Absence from duty for more than ten consecutive days without approval in the case of permanent faculty and three days in the case of probationary staff.
 - Dereliction of duty
 - Negligence at work
 - Non-discharge of duties in relation to assigned examination work
 - Failure to complete the prescribed syllabus within the stipulated period
 - Such other deficiencies detrimental to the smooth running of the institution
 - Inefficiency, incompetence or indiscipline
 - Misconduct
 - Participation in unauthorized coaching classes/tuition
 - Partaking in activities which are objectionable in the opinion of the Management
 - Any serious violation of service rules

3.21. Re-employment after retirement

- a. Re-employment is neither automatic nor the right of the employee. According to the discretion of the management, those who are with sound physical and mental health and whose continued services is much needed for the institution may be considered for re-employment.
- b. They should be able to contribute positively for the welfare and growth of the institution. Those re-employed after retirement will be given only consolidated pay. It could vary from their Basic pay to a maximum of 65% of the gross pay finally drawn before retirement. They are not eligible for DA, HRA, CCA, etc.
- c. They would be appointed on contract for one year and their services may be renewed subsequently for further periods. They may be given a maximum of 5% annual increment of the consolidated pay.

4. GENERAL RULES

4.1. Curriculum and Pedagogy

- a. The faculty members must be cognizant of the Management policies and fully conversant with the objectives and content of the curriculum. Implementation of the syllabi alone cannot do justice to the curriculum. At Montfort College, the emphasis is on a sound base in theory; at the same time keeping a firm footing on empirical pragmatism, with value-based objectives.

- b. The faculty must make themselves readily available for helping the students during and after the class hours on working days. Faculty members must transcend the matter given in the syllabi and inculcate in the students, by the example of their attitude and behaviour, the value system articulated in the 'vision and goals' of the institution. This institution accommodates and trains students who share diverse political views, cultures, religions, languages, social status and different nationalities.
- c. Any attitude, expression or action that could adversely impinge on the students' individual or collective sensitivities must be strictly avoided. Faculty must always maintain secular outlook without expressing any particular religious fervour.
- d. Faculty must respond to official communications within reasonable time. Leaving the college premises during working hours may be done only with the permission of the Principal /Director. A record of such absences shall be maintained.
- e. Classes and sessions must begin and end at the stipulated timings. Classes must not be dismissed earlier than their assigned duration.
- f. Necessary course plans must be prepared and approved by the Academic Coordinator. Faculty must participate in the academic discussions organized by Coordinator. New faculty members may be guided by the senior members to imbibe the methodology of instruction at the institution.
- g. Faculty members are not to exchange their classes/sessions with others or find surrogates for their work, without prior intimation to the Academic Coordinator and approval of the Principal/Director. They are also not allowed to change the classrooms that are assigned to them.
- h. Members of the faculty (permanent and probationary staff) are not permitted to take up private tuition or professional assignments in other establishments. Permanent staff are required to give three-month notice before leaving this institution. Abrupt departure of faculty members can adversely impact on the students and the curriculum completion.
- i. Faculty members must be free of any gender, community, religious or caste bias/discrimination in their attitude and behaviour. They must also strongly discourage any such behaviour in the student population.
- j. Faculty members are to bring to the immediate knowledge of the Principal/Director any information relating to the misconduct of any staff member or student that could adversely affect the functioning of the college or damage anyone's interests or reputation. Any unfair means adopted by students during tests must be brought to the notice of the Vice-Principal/Principal/Director immediately.

- k. No faculty member shall express to the students or actively discuss with them her/his personal views, be it political, communal or any other, that are prejudicial to the interests, or contrary to the views of the Management. Personal viewpoints must be expressed only in an appropriate forum. They shall not use the forum or facilities of the institution to propagate their ideals/views that are contrary to the Management's or encourage the students to do so.
- l. Faculty members must improve their academic and pedagogic competence by making use of opportunities to attend academic programmes such as orientation courses, workshops, seminars etc. They are also expected to take up relevant research projects that would promote their professional growth and that of the institution. Faculty attending such programmes or training would be expected to share their knowledge acquired with other faculty members in the department/s by convening a formal meeting of faculty chaired by the Principal /Director. Such seminar/course materials if any, must remain in the library for reference by any member of the faculty. The faculty will also be required to take additional classes for students to make up the lost hours due to such programmes.
- m. Faculty must maintain confidentiality of classified information regarding test and interview results, policy discussions with authorities, details of various committee meetings, family and personal matters of staff members etc. Only the Director would be authorized to pronounce the interview results for staff and students' selection.
- n. Faculty must identify under performing students and ensure their improvement by suitable methods. They must have adequate interaction with students, to understand their difficulties at individual/group levels. They must be prompt to identify any sustained physical, mental, emotional disturbances in students and bring it to the notice of authorities, for remedial action. They may also assist the Principal/Director to inform the same to the parents/local guardians of such students.
- o. Asking questions and class discussions must be encouraged as much as and whenever possible. The faculty must not engage the students in arguments, inside or outside the classrooms. These discussions with students may pertain to the subject matter or the normal college activities and must not descend to personal level. Frequent and persistent argumentative trends by students must be reported to the Principal/Director.
- p. While the association and interaction between faculty and students must remain friendly and relaxed, it must also remain discreet, in that, it should not sink to levels of mundane familiarity. An air of personal maturity and professional respect for authority must be maintained by the faculty at all times.

4.2. Co-curricular Activities

- a. Given the present-day problems in family life and job situations, and also with so many people in need of psychological counselling, we have earmarked special rooms for

consultation and counselling, in Montfort College. Our institution encourages faculty members who are trained counsellors to volunteer to do this service. They are encouraged to offer it at free or affordable cost to the needy. Such service could be rendered only after working hours, except in the case of emergency with permission from the Principal.

- b. The college offers free virtual counselling through various technology platforms. It also has a dedicated telephone line to offer succour to people who are in dire need.
- c. Psychological counselling and consultation trips to nearby slum dwellers is considered as an outreach programme to offer a helping hand to the needy. Fluency in native language is a requisite. These programs are organised under the guidance of faculty who would be on official duty. The students and staff then direct those who are interested in receiving further help to the Family Counselling Centre where counselling can be received free of cost.
- d. Field trips, industrial visits, internships etc are organized for the students in order to substantiate the theoretical input that they receive in the classroom.
- e. Staff and students are encouraged to take part in games provided at the institution premises in order to keep themselves physically fit. The college has made provision for various indoor and outdoor games like basketball, volleyball, badminton, table tennis etc.

4.3. Other Sundry Rules

- a. As long as they work in the institution, staff must profess and practise loyalty to their work, the institution and its Management. They must feel responsible for the well-being and progress of the institution. They must bring to the notice of the Director/Principal, their suggestions in efficiently managing the institution and properly implementing its curriculum. Interpersonal disagreements or difficulties must not be allowed to affect the quality of one's work. Attitude to work must be such that holds work 'supreme' during working hours. Staff members must envision their own personal good and well being, in the well being of the institution they serve.
- b. Staff must take care during working hours and off-working hours, not to bring discredit to their profession or the institution, through their speech, acts of commissions and omissions.
- c. Staff are forbidden to collect money from students or staff, for any reason whatsoever, without the explicit approval in writing from the Principal/Director. Such approval shall be promulgated, for all concerned to know. All such collections will be bonafide and completely transparent. Such instruction would also be displayed on the notice board, for the duration of such collection. Borrowing money from or lending money to any student or other employee is forbidden in the institution.

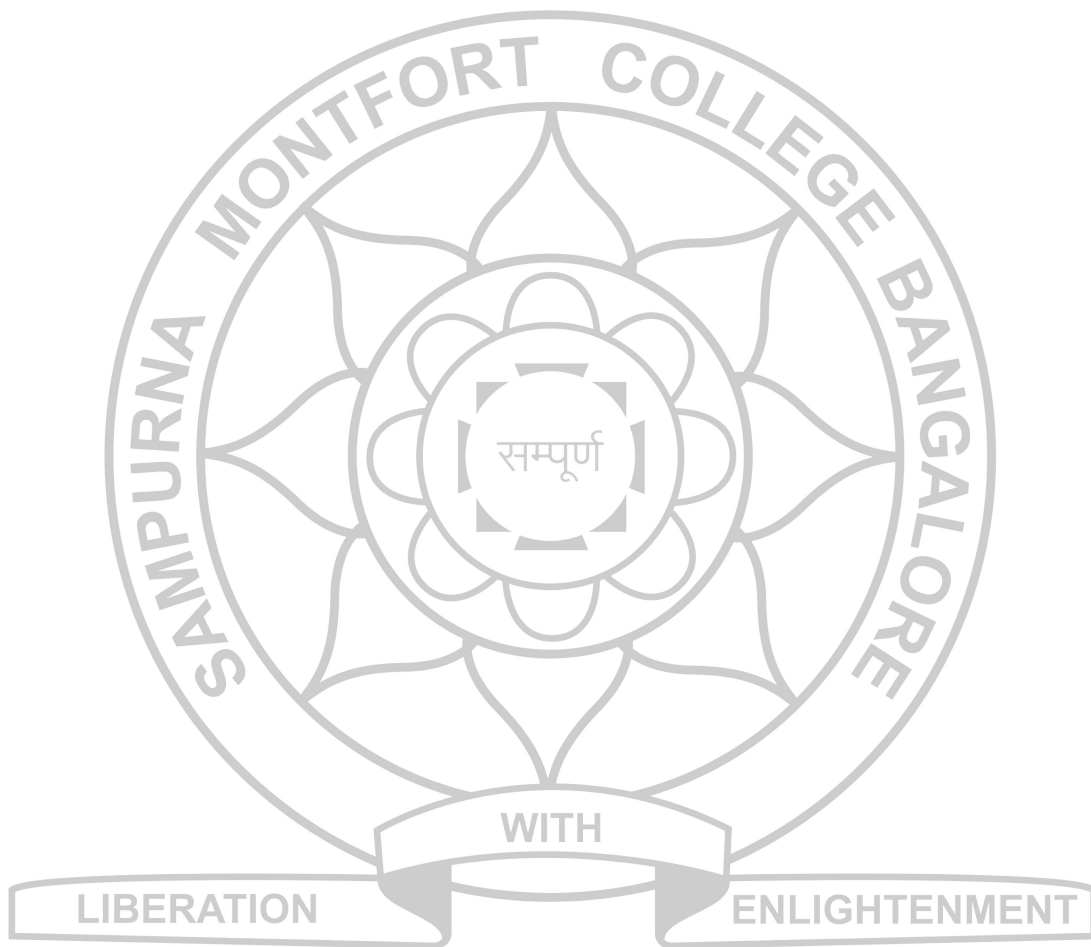
- d. The staff members are not to indulge in economic offences such as gambling, betting, borrowing or lending money for gains. Acceptance of any gift from students is not permitted.
- e. The staff members are not to join political association or trade union within or outside the institution. Personal grievances against the institution or its functioning may be taken up with the Management, through the Director. They must not engage in open criticism of any higher authority or the Management, with the students or with other staff members. All grievances will be promptly redressed. Interpersonal grievances could be redressed with the help of Principal or the Director.
- f. Staff must attend work, dressed in a manner befitting their profession. The faculty must ensure that students also attend classes, adhering to the dress code of this institution. While on campus, all the 'Religious' of the faculty are to follow the stipulated dress code; as applicable to the laity.
- g. No staff member shall approach higher authorities of College Management or the University or Karnataka Education Department or any Government official, in matters connected with the college, except through the Principal/Director.
- h. No member of the staff may use or encourage the use of violent or vituperative language against any student, against any staff or against the Management; orally or in writing, including in the electronic medium.
- i. Staff must not indulge in or encourage any 'factionalism' against any other member(s) of staff or against student(s) or "unionism" against the higher authorities or the Management.
- j. Staff dealings with the students must be above reproach and completely transparent. Special care must be exercised in dealing with female students. Any form of sexual harassment by anyone must be immediately reported to the Principal/Director. Staff must strictly avoid any physical contact with students, counselees or other staff members, except in the way of formal greeting. Anyone noticing any such frequent, uncalled for or improper physical contact/activity must bring it to the notice of the Principal/Director.
- k. The teachers, counsellors and guides working at this institution must take special care not to get into/encourage undue emotional bonding with any student or counselee. Any such intuitive/overtures coming from a student, counselee or staff must be reported immediately to the Principal/Director by the (observer) staff member. Any such known, unreported emotional involvement (by a pair) must be promptly brought to the notice of the Principal/Director by staff members privy to such information.
- l. Staff must take special care in not causing gender bias or discrimination at work place. Any form of ragging by anyone is prohibited and must be reported immediately to the

Principal/Director.

- m. The staff members must help in keeping the college premises clean and tidy and free of pollution. Vehicular noise and exhaust pollution must be kept at minimum level by strict adherence to parking of vehicles in the designated parking areas. They must also encourage the students and visitors to do so.
- n. The Faculty members must discourage the student population from immoderate shouting or making loud noises in the college premises, especially near classrooms, counselling rooms and therapy rooms.
- o. Entertaining personal visitor(s) /guest(s) during college working hours shall be done only in the reception area and with the explicit knowledge of the Director/Principal. No staff member is permitted to bring his/her child/children to the office or place of work, during working hours. In exceptional circumstances, this may be done with explicit approval of the Director.
- p. No faculty member shall, except with the permission of the Director, edit or manage any newspaper or periodical or act as a correspondent to a newspaper or periodical. Faculty members desirous of writing/guiding/editing books shall do so only after seeking formal approval of the Principal/Director and thereafter following the procedure laid down by the University.
- q. By virtue of being employed at Montfort College, staff may be invited to other colleges to share their expertise and knowledge. In certain cases, this would be considered as consultancy the details of which are elaborated in the Consultancy policy of the college.
- r. No employee shall, knowingly interfere with any surveillance/safety device installed in and around the institution premises or willfully encourage anything that could compromise the safety and security of the institution.
- s. Any wilful damage to the property of the institution or to any work in progress in its premises, could attract penalty (purely at the discretion of the Management), to make good the damage, so incurred.
- t. Staff members must provide in writing to the Office Administrator, the details about their present local address, next-of-kin, the phone numbers, blood group, known allergies and any other information critical in personal emergencies. This information must be updated with the office whenever there is any change .
- u. Staff members must take care in the safekeeping of their money and valuables within the Institution. They are advised not to bring large sums of money or high value items to work. While prudent security/surveillance measures are taken by the institution, it shall

not be responsible in any way, for any such reported/unreported loss of property.

- v. Staff members shall faithfully observe these service regulations - as modified from time to time by the Management - and abide by the decisions of the Management; as per their interpretation and implementation.
- w. Nothing in these service regulations shall prevent the Management from deleting some regulations, modify them or making some additional regulations as it may deem fit, from time to time.

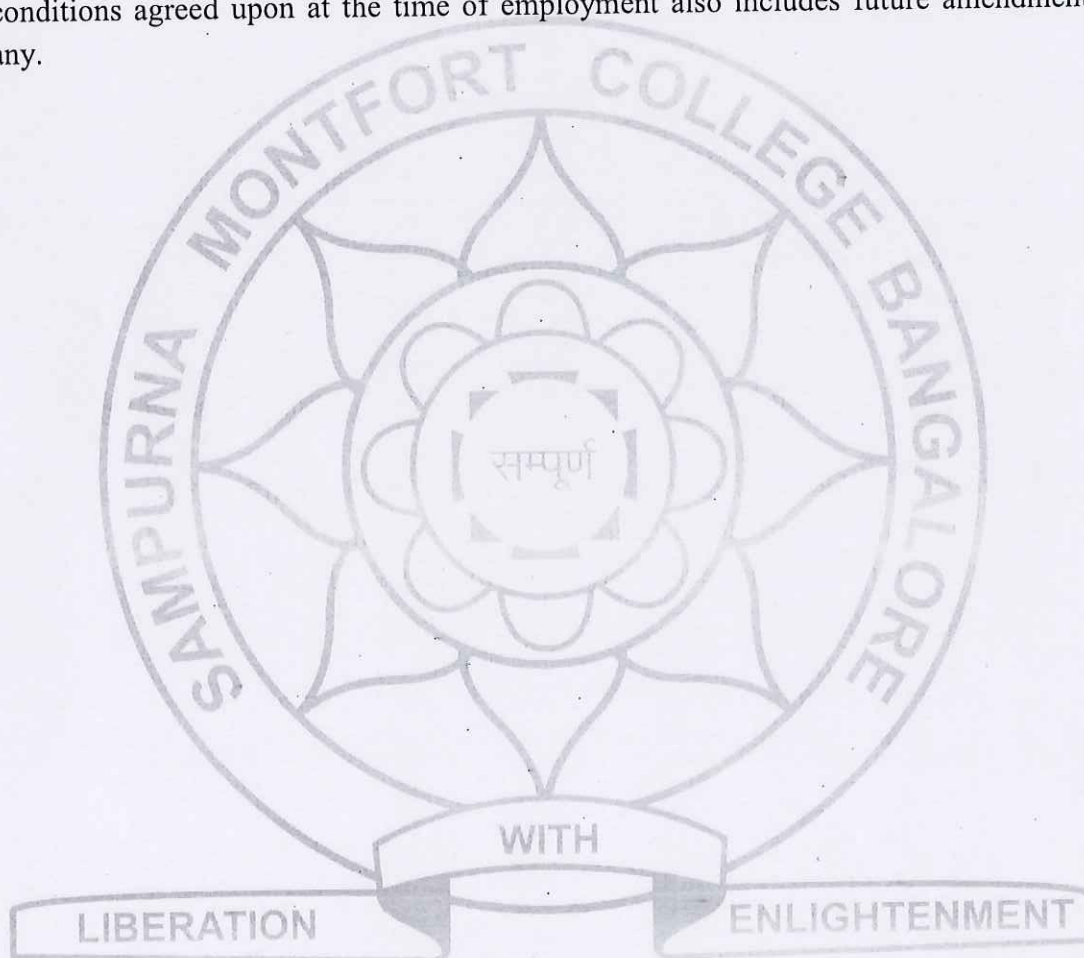


Annex – Definitions

- “Society” means Montfort College Society, Bangalore.
- “Chairman” means Provincial Superior of Province of Bangalore
- “Management” means the governing body of the Montfort College Society.
- “College/Institution” means Montfort College, Bangalore
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- “Director” means the person who is the chief functionary of the institution. He is responsible to the Management for the entire activities at/of the institution. He shall also be the secretary of the Society.
- “Principal” means the person heading the academic and daily administrative activities of Montfort College.
- “Vice Principal” (when appointed) means the person next in authority to the Principal of Montfort College who assists the Principal in daily work and who fully takes over the Principal’s duties in his/her absence.
- “Faculty” means those who are involved in teaching, counseling and supervision employed by the Institution
- “Staff” or “Employee” means any person employed either temporarily or permanently in teaching, non-teaching or supportive functions.
- “Permanent staff” means any person who has been given permanent appointment from the Management.
- “Probationary staff” means the staff appointed on the specified probation period.
- “Temporary staff” means any member of the staff who may be engaged by this Institution on an impermanent basis; without the intention of giving him/her permanent status.
- “Probation” means that period of time, usually one year or as specified from time-to-time by the Management; during which a staff member’s overall performance suitability would be assessed by the Institution authorities, before according permanent status to that member. Permanent status would be given completely at the discretion of the Management.
- “Government” means the State Government of Karnataka or the Central Government in New Delhi.
- “Misconduct” means behaviour prejudicial to or inconsistent with the principles upheld by the institution and the Management. These could entail inter alia, criminal offences insubordination, breach of service regulations, any act detrimental to personal good-order and discipline, any act unbecoming of a good teacher, counselor or guide, or any act unbecoming of being a good citizen of India.
- “Religious” mean the members of different congregations of Christianity or any other religion/sect; who have taken formal vows of pious and ascetic group-living.
- “Year” means academic year being followed by the college
- “Higher Authority” would include, Academic Coordinator, Vice-Principal, Principal, the Director or the Chairman of the Society.
- “Inquiry Officer”/ “Inquiry Committee” would mean a legally well-versed person/team appointed by the Management to ascertain facts about some incident, mishap or

misconduct at the institution.

- “Academic Coordinator” means a faculty member who coordinates all curricular and co-curricular activities of the College
- “Administrative Superintendent ” means the person heading all administrative work in the institution and directly reporting to the Principal/Director on the various facets of its assets, processes, support services and facilities.
- “Brothers” means Montfort Brothers who, like priests and nuns constitute the Christian Religious.
- “Acceptance of an Employment” at the institution means and includes acceptance by the employee of its service regulations and/or any other employment terms. The employment conditions agreed upon at the time of employment also includes future amendments, if any.



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