



Bhavan's Vivekananda College of Science, Humanities & Commerce

Autonomous College - Affiliated to Osmania University
Accredited with 'A' grade by NAAC
Sainikpuri, Secunderabad - 500094



NAAC RE-ACCREDITATION - 2ND CYCLE

**Criterion VI: -
Governance,
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Management**

**6.2.2
Service Rules**

Submitted to

National Assessment and Accreditation Council

**Service Rules for
Staff of
Bharatiya Vidya Bhavan**

SAINIKPURI, SECUNDERABAD-500 594,

Date of Issue : 1st APRIL 1991



Issued by

**BHARATIYA VIDYA BHAVAN
SAINIKPURI,
SECUNDERABAD-500 594.**

SERVICE RULES

1. The Bhavan, in exercise of the powers conferred on it by its Trustees, hereby makes the following rules :

Short Title

2. These rules may be called the Bhavan's Service Rules and shall come into force from the date of their issue. Any other rules coming into conflict with these rules will be nullified.

Applicability

3. These rules shall be applicable to all the employees of the units administered by the Sainikpuri office of the Bhavan, who are in the employment on the date of issue of these rules, and those who join their employment thereafter. These rules will not apply to employees on daily and weekly wages. These rules will not also apply to those employed on contract or re-employed for a specific period, as such employees are governed by the terms and conditions of their appointment.

Right to Amendment

4. The Bhavan reserves to itself the right to amend, alter or add to these Rules as and when considered necessary, without giving any previous notice in this behalf. Such amendments/alterations/additions shall become binding on all employees from the date of their issue, when communicated to them in writing.

Definitions

5. Unless there is anything repugnant in the subject or context in these rules :

(a) Trustees : Means the Trustees of the Bhavan at Bombay.

- (b) **Competent Authority** : Means Executive Secretary or the person duly authorised by him.
- (c) **Leave** : Means any kind of leave granted to the employees by the Principal, Vice Principal, Administrative Officer, Director SDHC, Honorary Secretary or Executive Vice Chairman of the Sainikpuri office of the Bhavan.
- (d) **Pay** : Means the 'Basic Pay' authorised from time to time.
- (e) **Salary** : Means basic pay and allowances as authorised from time to time.
- (f) **Schedules** : Means schedules attached to these rules.
- (g) **Vacation** : Means vacation as declared by the Principal in consultation with the Sainikpuri office of the Bhavan.
- (h) **Vacation Group** : Means staff of Bhavan's Sri Ramakrishna Vidyalaya declared as vacation staff by the Principal with the approval of the Sainikpuri office of the Bhavan.
- (i) **Non-vacation Group** : Means Staff of the Bhavan's Sri Ramakrishna Vidyalaya not declared as vacation staff by the Principal and all other staff working in the other constituent units of the Sainikpuri unit, for instance, Sarada Devi Health Centre, Boys' Hostel or Bhavan's Office etc.

Appointments

6. The appointment of Principal and Vice Principal will be made by the Central Office of the Bharatiya Vidya Bhavan, or those authorised by them on such terms and conditions as may be decided from time to time.

7. The post of Principal and Vice Principal are selection posts and are not filled up by promotion.

8. All other appointments will be made by Managing Committee of the Sainikpuri office of the Bhavan on the recommendations of the selection committee which is formed for the selection of such people. However, these will be subject to approval by the Central office of the Bhavan at Bombay.

9. On appointment, every employee will be supplied with a memorandum of appointment and he/she shall sign a receipt for it and state that he/she has accepted the conditions.

Conditions of Service

10. The Bhavan is a movement for resuscitation of ethical and spiritual values. Therefore, the employees shall undertake to accept the ideals of the Bhavan and do their best to promote them.

11. Appointments are made on the mutual understanding that the Bhavan is not an industry and that the rights and liabilities of the Bhavan and its employees are to be determined according to the civil law of contract.

12. Every appointment shall be subject to the condition that the appointee is certified medically fit for service by a practitioner of the rank of District Medical Officer, or by a Medical Officer nominated for this purpose by the Sainikpuri Office of the Bhavan.

Scales of Pay

13. The scales of pay applicable will be as fixed by the Sainikpuri Office of the Bhavan from time to time.

Cadre Strength

14. Depending on the requirements, the Sainikpuri Office of the Bhavan or its authorised officers, or the school committee will fix/alter the cadre strength for various categories of staff, subject to the approval of the central office of the Bhavan.

Probation

15. Ordinarily, appointments shall be made on probation for one year, which may be extended by one year, or beyond, by the Sainikpuri office of the Bhavan. If the probationary period is not so extended it will be deemed to have ceased on the last working day of the probationary period and service shall stand terminated on that day.

16. Provided that the specific period of probation can be extended at the discretion of the Sainikpuri office of the Bhavan, and mere completion of the probationary period or any extension thereof would not entitle the person to claim automatic confirmation nor will it imply confirmation.

17. The services of any employee appointed may be terminated during the period of probation without assigning any reasons therefor on giving one month's notice or payment of one month's salary in lieu of notice.

Confirmation

18. Confirmation of an employee shall be subject to the conditions (i) that the appointee has requisite qualifications for the post he/she is to be confirmed in (ii) has been certified to be medically fit for service in the post and (iii) has satisfactorily completed the period of probation.

19. Unless otherwise provided in these rules, when confirmed, employees, will continue in service till the age of 58, subject to termination of service with due notice as specified in the confirmation orders. Provided that where an employee of the school reaches superannuation in the middle of the school year the Sainikpuri office of the Bhavan may re-appoint the employee on such terms and conditions and for such period as deemed necessary.

Reappointment

20. The Sainikpuri office of the Bhavan may re-appoint a retired employee, other than non-teaching staff, on such

terms and conditions as may be determined, for a period not exceeding one year at a time.

Leave

21. No leave can be claimed as a matter of right. All leave must be applied for, in writing, well in advance of the period of leave asked for and prior sanction obtained before availing the leave.

22. Employees in the non-vacation group will earn, Earned Leave at 1/11 of the period spent on duty. Earned Leave can be accumulated upto 120 days.

23. Employees in the non-vacation group shall normally be granted leave during the year, subject to administrative convenience.

24. Employees of the vacation group can avail of the vacations provided that the Principal or Management may, for administrative reasons, recall any employee from vacation or prevent any employee from availing of vacation. In such cases, employee concerned will earn leave or full pay at the rate of 1 day for every 3 days of vacation spent on duty, the total credit being limited to 30 days in the year.

25. All employees can avail casual leave upto 12 days in an academic year, subject to the following :—

- (a) Casual leave can be availed of only upto 6 days at a time except in case of illness, and subject to credit being available.
- (b) Employees who join service during the academic year will be entitled to 12 days casual leave, the maximum being restricted pro rata and calculated for the balance of the year available.
- (c) Employees who are temporary, not confirmed or on probation, will be entitled to casual leave calculated

at 1 day for every month of service and limited to 3 days at a time, subject to credit being available.

- (d) Employees on contract or re-employment will be entitled to leave as prescribed in the terms of their appointment.
- (e) Casual leave may be prefixed or suffixed with general or public holidays. It cannot be combined with any other type of leave or Autumn or winter breaks or summer vacation. Any unavailed casual leave will lapse at the end of the calendar year.

26. Confirmed employees will be entitled to leave on medical certificate or leave on private affairs. Such leave will be on half-pay. Confirmed employees will earn half pay leave at the rate of 15 days for each completed year of service. Such leave will be accumulated upto 45 days. Provided that sick leave can be commuted to full pay on proof of illness being certified by a doctor nominated by the Sainikpuri office of the Bhavan (e.g. 30 days sick leave can be commuted to avail 15 days on full salary).

27. Maternity leave on full pay will be admissible to confirmed women employees, based on a certificate from a medical officer approved by the Sainikpuri office of the Bhavan. Such leave is subject to a maximum of 3 months and subject to the following :—

- (a) Maternity leave will be admissible only twice in the entire service, with a gap of 3 years between two occasions.
- (b) Maternity leave shall not extend under any circumstances beyond 6 weeks from the day of confinement, the date being certified by the doctor in attendance.

28. The Sainikpuri office of the Bhavan has the power to sanction all kinds of leave to all levels of employees unless otherwise stated in the rules.

Termination of Service or Dismissal

29. The Sainikpuri office of the Bhavan may :—

- (a) Terminate or dismiss, without assigning any reasons, the services of any of the non-teaching staff, whose appointment has been confirmed, by giving 3 months' notice in writing or paying 3 months' salary in lieu thereof.
- (b) Terminate without assigning any reasons, the services of teaching staff who have served the school for 5 or more years after confirmation, by giving 6 months' notice in writing or paying 6 months' salary in lieu thereof.
- (c) Terminate the services of any employee with less than 5 years' service after confirmation, without assigning any reasons by giving 4 months' notice in writing or paying 4 months' salary in lieu of notice

30. Any member of the non-teaching staff wishing to leave service shall give one clear month's notice in writing or pay an amount equal to a month's salary in lieu of notice.

31. An employee, other than non-teaching staff, wishing to leave the service of the school, shall give 3 clear months' notice in writing or pay 3 months' salary in lieu thereof.

32. Any employee whose services are terminated under Rule 29 (a), (b) and (c) above shall be permitted to take earned leave, if any due, but such leave shall terminate at the end of the notice period, and be paid salary due. The employee will also be entitled to Provident Fund due, including employer's contribution.

33. Any employee who is absent without leave will forfeit pay and allowances for the period of unauthorised absence. If the period of such absence continues beyond 10 days, services are liable to be terminated.

Loss of Salary – Vacation Staff

34. Any employee, belonging to the vacation group, who is absent on the last day of the term before vacation begins and on the first day of the next term following, will lose salary for the vacation period. However, the Sainikpuri office of the Bhavan may consider the absence and pay the salary if it is satisfied that the absence was due to unavoidable bonafide reasons.

Penalties

35. The Executive Vice Chairman of the Sainikpuri office of the Bhavan or such other disciplinary authority to whom the powers are delegated, may for good and sufficient reasons, impose on any employee any of the following penalties :—

- (a) Censure
- (b) With-holding of increment
- (c) Reduction in stage in pay scale applicable with or without cumulative effect
- (d) Reduction to lower scale or post
- (e) Compulsory retirement
- (f) Removal from service

36. The imposition of any penalty shall be without prejudice to the right of the Sainikpuri office of the Bhavan to recover any amount, from the salary or from other amounts due to the employee, for any loss caused to the Bhavan's property due to negligence or default by a breach of rules or orders, by such employee.

37. Before imposing any penalty, the disciplinary authority shall give reasonable opportunity to the concerned employee to give his/her explanation to the charges made.

38. On receipt of the explanation, the disciplinary authority shall, before imposing any penalty other than

censure, cause an inquiry to be conducted into the charges levelled, by any person or persons, and take a decision after considering the explanation, the records of inquiry and the inquiry report, or making any further inquiry as may be felt necessary. The disciplinary authority may accept the findings of the inquiry or differ with them or order a fresh or further inquiry. The disciplinary authority will record its findings and impose such penalty as it deems fit.

39. Provided that the penalty of censure can be imposed by the disciplinary authority after considering the explanation of the employee on the charges made, and no inquiry is necessary unless it is felt necessary by the disciplinary authority.

40. When a penalty is imposed, the charged employee has a right of appeal to the appellate authority prescribed in Schedule I to the rules. Such appeals must be submitted within 30 days of receipt of the orders imposing the penalty, or with a copy to the authority which imposed the penalty. Such authority shall, within 30 days of the receipt thereof, forward all the papers with its own remarks to the authority the appeal is addressed to.

Good and Sufficient Reasons for Removal from Service

41. Good and sufficient reasons for removal from service of an employee may include :—

- (a) Neglect of duty or negligence
- (b) Misconduct
- (c) Insubordination
- (d) Mental or Physical infirmity
- (e) Suffering from communicable diseases
- (f) Disobedience or wilful breach of order or rules

- (g) Breach of ideas or objectives that the Bhavan stands for

Suspension from Service

42. Any employee against whom charges are to be framed may be suspended from service by the disciplinary authority or any higher authority.

43. Any employee under suspension will be entitled to a subsistence allowance amounting to half the salary payable. If the enquiry and/or disciplinary proceedings last more than 3 months from the date of suspension, this allowance will be increased to $\frac{3}{4}$ of the salary as on the day of effect of suspension orders. If a decision is not arrived at within 6 months, the allowance will be raised to be equal to the full salary as on the date of the suspension order.

44. During the period of suspension, the charged employee cannot leave the headquarters and shall be available to the Inquiry officer or Disciplinary authority as required.

45. The final orders imposing the penalty or otherwise shall indicate how the period of suspension is to be dealt with. If the employee is acquitted of all charges, the period of suspension shall be treated as on duty for all purposes.

Note : Normally an employee will be placed under suspension only when there are charges likely to be framed or are framed against the employee, or the charges are such :—

- (a) That the charges involve moral turpitude.
- (b) That the continued presence of the employee is not conducive to order, discipline, smooth and efficient working.
- (c) That it is not equitable to allow the employee to have continued access to the records of the institution.

Miscellaneous

46. **Vacation Salary.** All employees, confirmed or otherwise, belonging to vacation group and who will be continuing in service after the vacation shall be entitled to pay and allowances during the vacation period, provided they have put in continuous service of at least 9 months and provided that the employee was present on duty on the last working day preceeding and the first working day after the vacation as stipulated in Rule 34 of these rules. If a teacher is appointed temporarily to a post in which another teacher draws pay during the vacation, the temporary teacher will not have a claim to salary during the vacation.

47. **Salary of employee dying while in service.** In the event of any employee dying in service, any salary due on account of earned leave can be paid to the legal heir of the employee.

48. **Further studies by Employee.** Any employee wishing to take up further studies, full or part time, may do so only with the prior written approval of the Sainikpuri Office of the Bhavan, which can refuse permission or grant it subject to conditions.

49. **Private Employment.** No employee can take up private employment, whole or part time, or receive remuneration therefor, without the prior and written approval of the Sainikpuri Office of the Bhavan.

50. **In-Service Deputation for Teachers.** The following conditions cover cases of in-service deputation to study B.Ed , PG and other higher qualifications :—

- (a) Such permission cannot be claimed as a matter of right.
- (b) There should be a gap of one academic year at least

between any two such assignments and during the interval the employee must be on duty.

- (c) Ordinarily, only two such deputations will be permitted.
- (d) All such deputations will be allowed only after confirmation.
- (e) Such deputation will be treated as leave without pay.
- (f) Normally such deputations will be permitted only if the course is such as will benefit the school.

51. **Provident Fund.** All employees in service, except those employed in temporary vacancies and on part time service, shall contribute to the Provident Fund and other statutory deductions as per relevant rules.

52. **Decisions of the Sainikpuri Office of the Bhavan.** In all matters, the decision of the Sainikpuri Office of the Bhavan will be final.

Others Rules Specific for School Staff.

53. **Working Days and Working Hours.**

- (a) Working Days and Working hours will be as specified in the school calendar of the academic year concerned, as approved by the Sainikpuri Office of the Bhavan.
- (b) Working hours may be different for teaching and non teaching staff, as may be specified by the Principal with the concurrence of the Sainikpuri Office of the Bhavan.
- (c) As and when required, an employee may be assigned any special duty by the Principal even if it is to be

done beyond the normal working hours in the interest of the school.

- (d) School staff are also required to conduct and organise co-curricular programmes and perform other duties even beyond the normal working hours.

54. Maintenance of Records. A teacher is expected to maintain the following documents and also any other records as may be specified from time to time :

- (a) Attendance Register of the class for which he/she is the class teacher.
- (b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.
- (c) Collective result of his/her class.
- (d) Attendance Diary of Optional subjects in case of teachers teaching such optional subjects.
- (e) Stock Register of properties held by him/her.
- (f) C R B (Cumulative Record Book) of the class for which he/she is a class teacher.
- (g) Fee collection book of the class.

55. Attendance. Every employee is expected to reach the school punctually and sign the Attendance Register on arrival before the working of the school begins and also mark the time of departure. An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

56. Representation. Representation to the Managing Committee may be made only through the Principal.

57. Permission to add qualifications. No teacher shall be permitted to apply for adding qualifications before completing two years of service. Individual cases duly recommended

by the Principal may be considered when due, by the Managing Committee as also under special circumstances before completion of 2 years.

58. Application for Another Post by Teachers. No member of the staff shall apply for employment elsewhere without notifying, through the Principal, in writing to the Managing Committee which may grant such permission.

59. Private and other Tuitions. No staff member shall undertake private or any other tuition without the prior sanction in writing of the Principal.

60. Grant of Leave. Grant of any leave shall depend on the exigencies of the school and shall be at the discretion of the Principal. Except in unavoidable circumstances, applications for leave in writing shall be made in advance. If for any unavoidable reasons, a written leave application is not made in advance, a letter or a phone message giving reasons for the same should reach the Principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, unless and until the leave is sanctioned by the sanctioning authority. Any application for extension of leave should ordinarily be made in good time before the date from which extension is sought. If any employee does not apply within 7 days of the expiry of leave for further leave, or has been absent from the school without leave for ten school days, the employee will be deemed to have deserted his/her post.

61. Code of Conduct for Employees. Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct :-

- (a) Habitual late coming and negligence of duty.
- (b) Use of abusive language, quarrelsome and riotous behaviour.
- (c) Insubordination and defiance of lawful order.

- (d) Disrespectful behaviour, rumour mongering and character assassination.
- (e) Make false accusations or assault either provoked or otherwise.
- (f) Use of liquor or narcotics on the school premises.
- (g) Embezzlement of funds or misappropriation of school property or theft or fraud.
- (h) Mutilation/destruction of school records and property
- (i) Conviction by a court of law for criminal offence.
- (j) Possession in school premises of weapons, explosives, and other objectionable materials.
- (k) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- (l) Divulging confidential matters relating to school.
- (m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
- (n) Carrying on personal monetary transactions among themselves, with the students and/or with the parents.
- (o) Taking active part in politics.
- (p) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.

- (q) Making sustained neglect in correcting class work or home work.
- (r) Taking private tuitions without permission of school authorities.
- (s) Organising or attending any meeting during school hours except when he/she is required or permitted by the Head of the school to do so.
- (t) Absenting from work even though present in the school premises or absent without leave.
- (u) Prepare or publish any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
- (v) Asking for or accept, except with the previous sanction of the Sainikpuri Office of the Bhavan, any contribution himself or otherwise associate with the raising of funds of any kind, or make any collection whether in cash or in kind, in pursuance of any object whatsoever except subscription from the members of any association of teachers.

62. Behaviour. All teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to youth committed to their care. The teacher shall attend to his/her duties with the care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him/her by the Principal/the Management. He/she shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

63. Breach of Code of Conduct. The following shall not be deemed as a breach of the code of conduct :

- (a) to appear at an examination to improve one's qualification with the permission of the employer.
- (b) to become, or to continue to be a member of any religious, literary, scientific or professional organisation or co-operative society.
- (c) to organise or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises.
- (d) to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

64. Service Book. Service book containing factual record of the employee, salary scale, increments, promotions, leave record, any disciplinary action or reward etc. shall be maintained for each employee on the model of the form prescribed by the Education Directorate of A.P. Govt. The signature of the employee shall be obtained for entries in the service book. Service book should be duly attested by the Head of the School in the case of the employees, and by the Honorary Secretary, Sainikpuri Office of the Bhavan in the case of the Head of the School.

65. Annual Confidential Reports. Annual Confidential Reports shall be maintained for every employee of the school including the Head of the Institution. The confidential report will contain

assessment of work of the employee during the academic year including the results. Confidential Reports for the employees shall be written by the Principal, and for the Principal by the Honorary Secretary of the Sainikpuri Office of the Bhavan. Confidential Reports should be kept confidential, and any adverse entry should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The representation will be considered by the next higher authority, and if the higher authority is satisfied that the adverse entry is not justified, the same shall be expunged from the Report.

66. Personal Files. Personal files shall be maintained for each employee. The original certificate & degrees shall be returned to the employees after verification and photostat copies kept in personal files.

Schedule I to Service Rules (Vide Rule 40)

Category of Staff	Penalty of Censure		Other Penalties	
	Disciplinary Authority	Appellate Authority	Disciplinary Authority	Appellate Authority
1. All employees (both teaching and non-teaching Staff) except Vice-Principal and Principal	Principal	Hon. Secretary Sainikpuri	Hon. Secretary Sainikpuri	Executive Vice Chairman, Sainikpuri.
	Hon. Secretary Sainikpuri	Executive Vice Chairman, Sainikpuri	Executive Vice Chairman Sainikpuri	Executive Secretary of Central Bhavan
	Executive Vice Chairman, Sainikpuri	Executive Secretary of Central Bhavan		
2. Vice-Principal/Principal	Hon. Secretary Sainikpuri	Executive Vice Chairman, Sainikpuri	Executive Vice Chairman, Sainikpuri	Executive Secretary of Central Bhavan
	Executive Vice Chairman, Sainikpuri	Executive Secretary of Central Bhavan		