



Hyderabad Karnataka Education Society

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INSTITUTION SERVICE MANUAL
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HYDERABAD KARNATAKA EDUCATION SOCIETY

GULBARGA (KARNATAKA)

SERVICE RULES

REVISED AS PER G.C. RESOLUTION DATED 27-07-2013
(FOR TEACHING INSTITUTIONS AND ESTABLISHMENTS)

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like A.I.C.T.E./M.C.I./U.G.C. etc. Management or the Competent Authority shall have the final say in assigning duties/workload.

6.3 Code of Conduct for Teachers & Employees: No teacher shall —

- 6.3.1.1 knowingly or willfully neglect his / her duties ;
- 6.3.1.2 propagate through his/her teaching lessons or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity ;
- 6.3.1.3 discriminate against any student on the ground of caste, creed, language, place or origin, social and cultural background or any of them;
- 6.3.1.4 indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution;
- 6.3.1.5 make any sustained neglect in correcting class work or home-work done by the students;
- 6.3.1.6 while being present in the Institution/College/School absent himself/herself except with the prior permission of the Head of the Institution from the class which is required to attend;
- 6.3.1.7 remain absent from the Institution/College/School without leave or prior permission of the Head of Institution/College/School; Provided that where such absence without leave or without the prior permission of the Head of the Institution/College/School is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of the Code of conduct, if, on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave.
- 6.3.1.8 Accept any job of a remunerative or any non remunerative character from any source other than the Institution / College / School or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Head of Institution.

6.3.1.9 Prepare or publish any book or books, whether directly or indirectly without the permission of the Management.

6.3.1.10 Ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any Society of teachers.

6.3.1.11 Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.

6.3.1.12 Enter into any monetary transactions with any student or parent nor shall he / she exploit his / her influence for personal matters in such a manner that he / she has to incur a debt beyond his / her means to repay.

6.3.1.13 Accept or permit any member of his / her family or any other person acting on his/her behalf to accept, any gift from any student, parent of any person with whom he / she come into contact by virtue of his / her position in the Institution/College/School.

Explanation : a) The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings with him/her in connection with Institution/College/School.

b) On occasions, such as, weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.

6.3.1.14 Practice, or incite any student, to practice, casteism, communalism or untouchability.

6.3.1.15 Cause, or incite any other person to cause, any damage to Institution/College /School property.

6.3.1.16 Behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the Institution/College/School premises.

6.3.1.17 Be guilty of, or encourage, violence or any conduct which involves moral turpitude.

6.3.1.18 Be guilty of misbehaviour or cruelty towards any parents, guardian, student, teacher or other employee of the Institution/College/School

6.3.1.19 Organize or attend any meeting during the school hours except where he/she is required, or permitted by the Head of the Institution/College /School to do so.

6.3.2 Every teacher shall –

6.3.2.1 Be punctual in attendance and in respect of his/her class - work and also for any other working in connection with the duties assigned to him/her by the Head of the Institution/ College/School.

6.3.2.2 Abide by the rules and regulations of the Institution / College / School and also show due respect to the Constituted Authority.

6.3.2.3 take prior permission from the Management for contesting / canvassing for any election and obey any direction issued by the Management.

6.4 Nothing contained in sub-rules of 6.1 to 6.2 shall be deemed to take away or bridge the right of a teacher/employee.

6.4.1 To appear at any examination to improve his/her qualifications.

6.4.2 To become, or to continue to be, a member of any literary, scientific or professional organization.

6.4.3 To make any representation for the redressal of any bonafide grievance, subject to the conditions that such representation is not made in any rude or indecorous language.

6.4.4 To organize or attend any meeting outside the school hours, subject to the conditions that such meeting is held outside the Society / Institutions / Colleges / Schools premises provided such meetings are not detrimental to the Society / Institutions / Colleges / Schools.

6.5 The breach of any condition specified in sub-rules of 6.2 shall be deemed to be a breach of the Code of Conduct.

6.6 The Code of conduct specified for teachers shall, apply to all other employees of the Institution.

6.7 MAINTENANCE OF CONFIDENTIAL REPORTS

Confidential Reports :

6.7.1 Every employee placed in supervisory charge of a Department or a section, shall record a report on the 1st of April of each year, in the prescribed form, on the work and conduct of each employee who has served him, for a period of not less than 6 months, during the academic year immediately preceding.

6.7.2 The report shall be submitted to, and shall be countersigned by, his immediate official superior who shall add to the report such observations as he would deem necessary, and shall retain the report in his personal custody.

6.7.3 He shall also furnish forthwith a copy of such adverse remarks recorded in the report to the employee concerned, together with his advice regarding improvement in the directions required. The aggrieved employee may defend within 30 days from the date of receipt of the adverse remarks to the next higher authority to expunge such adverse remarks. Such authority will go through the records of the employees and take decision as deemed fit.

6.7.4 The following are defined as supervisory staff for the purpose of recording confidential report of each employee working under him.

- 1) Head of Institutions
- 2) Heads of Teaching Departments
- 3) Heads of Units in Hospitals
- 4) Heads of Sections in the institution
- 5) Librarian and
- 6) Any other employee designated as in supervisory charge.