



Salesians of Don Bosco

## Personnel Policy for Institutions of School Education

Salesian Province of Shillong  
Meghalaya, India

**Personnel Policy for Institutions of School Education  
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## ***Content***

- 1. Salesian School of Don Bosco, A Brief Introduction – Page 2***
- 2. Personnel Policy for Institutions of School Education – Page 7***



## *Salesian School of Don Bosco*

### *A Brief Introduction*

#### **OUR VISION**

We carry on the tradition and method of education "Preventive System" based on Reason, Religion and Loving Kindness as delineated by St. John Bosco helping the young people to be good human beings/good Christians; honest and responsible citizens.

#### **THE SCHOOL ENVIRONMENT**

The Salesian School is a place where discipline and joy are well balanced and has the pupil in its centre rather than a set of Scholastic programmes. It has both a philosophy and a characteristic of its own. It is permeated by the Gospel values of Love, Peace, Brotherhood, Equality, Joy and Service. The Management, Staff, Students, Parents and the Neighbourhood who share our Educative Pastoral Vision and Philosophy engage in a healthy interaction and thereby engender an 'environment' conducive to learning. Healthy interactions, behaviour, attitudes and decisions further shape that 'environment' and make it the exemplar of the school's philosophy and belief-systems.

With the preferential love that St. John Bosco had for the young, the School dedicates itself to the education of the young especially the poor, the vulnerable and those deprived of advancement opportunities. The School Community works for their well-being with an attitude of service and dedication. Our schools have children of various communities and backgrounds, reflecting the wide variety and multiplicity of Indian youth. Everyone feels welcome in a warmth that cherishes even as it challenges. Our schools endorse and live out Don Bosco's firm conviction that nothing can substitute the presence of the educator in person among the students. Such 'accompaniment' and availability not only engender and strengthen personal rapport but also envelop the young person in a 'safe environment' so vital for study, formation and growth.

The Salesian School Community is one of faith, prayer and care. Opportunities are provided to experience God and appreciate the contemplative dimension of prayer, which are deepened through dialogue and religious study programmes. This enables one to detect the need for truth, liberation, human growth and openness to transcendence.

"It is not enough to love the young, but they must feel that they are loved" (Don Bosco). A genuine Family Spirit permeates the educative environment of the Salesian Schools, in which the students, parent, staff and management form one community of love. This creates an atmosphere of freedom, spontaneity, cheerfulness and fosters initiative and instils a deep sense of self-discipline and responsibility towards self and others.



The participation and support of the Educative Community is an indispensable feature in the Salesian Schools. The community is educative because it places at the centre of its project, relationships and organization, the integral advancement of the young i.e., the maturing of their potentialities under every aspect: spiritual, physical, psychological, cultural, professional and social.

Non-teaching and supportive staff make an important contribution to the school atmosphere and its smooth running. They are respected and appreciated for their important service. A culture of respect and care is generated for all God's creation promoting appreciation and care of the earth and environment. All should feel the responsibility to keep the school and its environment neat and clean.

Communication between the Management, Staff and Parents is maintained through formal meetings and informal encounters; open days and newsletters. These ensure that the values taught in School and those lived at home are coherent.

The Salesian School Community lives the values of love, justice, social service and empathetic concern for the less privileged through organized outreach programmes. Parents are urged to perceive these programmes as an integral part of education and give generous support. Thus, the School becomes a centre for Community development. The School encourages teamwork and collaboration rather than competition in all fields of activities while striving for excellence according to each one's potential. Recognition is given for sincere effort rather than academic achievement alone.

Realizing the detrimental effects of consumerism, the school is careful not to allow itself to be used for advertising purposes. The School ensures that all its activities and attitudes are in tune with what is best in the local culture. Examinations are seen in the context of the child's all-round development and are used as a means of continual self-assessment. The school is characterized by a simplicity of lifestyle.

### ADMISSION POLICY

Admissions to the School are granted by a committee consisting of the Rector/Secretary, Principal and council members of the local community. The final decision however is with the Secretary and the Principal who admit students into the school according to the procedure and norms approved by the Founder Body. The following categories are accorded preference in admission to school, subject to compliance with all other requirements that govern the admission process:

Catholics, in particular of the Parish in which the school is located.

Children of the neighbourhood according to possibilities.

Children of parents who are open to the value system we stand for.

Children of parents who welcome a curriculum not merely limited to the academic.

Children in vulnerable situations like those of single parents.



In all these categories the school exercises a preferential option for the children of parents from the lower-income group.

**In General:**

- Care is taken to ensure that the enrolment of the new students reflects the school's preference for a mixture of religious faiths and ethnic backgrounds.
- Some non-academic system of selection is used at the nursery level.
- No third party is entertained in negotiations for admissions. Exertion of pressure in any form is resisted as firmly and politely as possible.
- Children who are already studying in recognized schools are normally not accepted.
- Children who can avail of a school in their neighbourhood are encouraged to go there.
- Only in case of indiscipline and bad conduct, a student passing from class X from a Salesian School may be denied admission to Class XI in the same school.

### CURRICULUM IN THE SCHOOL

Our School focuses its Apostolic Educative Function primarily on the INTEGRAL, HUMAN and SPIRITUAL DEVELOPMENT of the YOUNG. Hence the school Curriculum is planned with an understanding of the various needs of the students. They are thereby prepared to take their place in society as upright and responsible citizens, intellectually competent, spiritually and culturally integrated and socially aware and committed to the cause of life, justice, peace and honesty. The years spent in school, therefore, do not become an information-gathering phase, but engaging years of formation that eventually help them transform not only their selves but society at large.

### ACADEMIC

The syllabus is designed to foster the students' all-round development and to provide a wide scope for the students to be aware of national and international issues. The acquisition of knowledge in various disciplines gears to the students' development of concepts, attitudes, convictions and skills.

Textbooks are seen as useful references rather than substitutes for good teaching. They are kept to the minimum and selected for the quality of their content, cost and availability.

At the Junior and Middle School levels, the curriculum is broad-based and activity-oriented. Creative learning is stimulated through e-learning, group-oriented study, audio-visuals, games, puzzles and other learning aids.

At the Secondary and Higher Secondary stages, the curriculum is expanded to include vocational and life-based education. Contents are offered as knowledge to be acquired, truths to be discovered, skills to be developed and values to be assimilated.

Catechesis and Value Education are integral parts of the school curriculum. They are formative processes through which the students grow within their own culture as persons



with sound convictions and personal integrity and who are committed to building a better society. The Salesian School co-operates with the local church and concerns itself with the Faith-formation of the Christian students and their families through prayer experience and adequate emphasis on the liturgical, sacramental and Marian life of the Church.

In addition to Career Guidance and Counselling facilities which are offered to the students, the school prepares them for the challenges they are likely to face in this rapidly-changing world. To this end it accords priority to training their young minds to think out of the box and to be alive to the mind-boggling diversity of views and world-views life presents. At every stage effort is made to ensure that syllabus pressure does not stifle creative thinking in the students and the teachers.

### CO-CURRICULAR

Integral education requires that the School programme be complemented with co-curricular activities and training in arts and crafts, sports, music, dance, cultural religious and social activities. All activities conducted in the school are in keeping with the Salesian Vision and Philosophy.

The Curriculum provides for physical education, aesthetic development and environmental care.

Activities, which involve teamwork, co-operation and participation, are conducted. Such efforts are given due recognition.

Assemblies, exhibitions, quizzes, debates etc. are on relevant themes, which evoke creative and critical thinking.

Public programmes and concerts are in keeping with the culture and are seen as opportunities for education in improvisation. Costumes and sets are of low cost to enable all students, even the poorest, to take part.

Students are encouraged to update their awareness on current, social, economic, national and international issues.

SYM, LTS, YCS, Scouts, Guides, House system and other relevant groups which develop students' leadership qualities, sense of justice and responsibility for the deprived and underprivileged are encouraged. Opportunities are provided for spiritual growth through retreats, value-education seminars, study and reflection and inter-religious dialogue. The school also recognizes the importance of Eco-education and takes steps to cultivate in the students sensitivity to ecology and environment. It also encourages well-planned educational tours and excursions so that the school experience of the students is supplement and further enriched.



## REACH OUT PROGRAMMES

To give the students, the experience of working for justice and equality, the curriculum includes programmes whereby they have sustained contact with children deprived of the advantages of education. Reflection on situations of injustice, their causes and possible remedies, is central to these programmes so that while the students interact with the underprivileged, they also become aware of the needs of the society. Service and reach out programmes are also carried on outside school hours, so that the students become sensitive to precedence of their social responsibility over some of their leisure time activities.

## EVALUATION

Evaluation procedures are constantly reviewed to initiate a creative approach to meet students' needs. Regular academic evaluation is the joint responsibility of the Principal / Vice-Principal with his/her staff.

The purpose of such evaluation is to help the teacher assess the effectiveness of her/his teaching as well as to help each student grow in awareness of what she/he has learnt or not learnt with a view to her / his improvement.

Evaluation may be done through examinations at regular intervals, unit tests or daily assessment.

As a rule, examinations are conducted to prepare the senior students (VIII -XII) for public examinations. Continuous Comprehensive Evaluation may be done.

Besides the academic evaluation, the students are also recognized for their involvement and interest in school activities, especially reach out programmes, and other areas that demand co-operation, self-improvement and leadership traits.

## PROMOTION

Promotion is the joint responsibility of the Rector/ Secretary, Principal and the staff, but the final decision rests with the Rector/ Secretary and Principal.

Promotion is based on the year's work and the students' regularity throughout the year.

As far as possible all are promoted, students being detained only when there is hope that they will benefit.

Maximum care is taken of the weaker students. Various possibilities are suggested to the students who fail twice in the same class.



## Personnel Policy for the Institutions of School Education Salesian Province of Shillong

### 1. FRAMEWORK

- 1.1. Don Bosco, Priest and Educator, founded the Salesian Congregation to carry out his educational and pastoral project for young people with a focus on the marginalised. His vision is carried out today by the Salesians. For organizational purposes, they are divided into provinces and individual institutions. Such institutions stand to gain much from a well formulated Personnel policy. This policy is for institutes of School Education in the Province of Shillong.
- 1.2. Every institution of School Education which is a Don Bosco institution of the Province of Shillong is owned and administered under the authority of the Salesian Province of Shillong (North-East India) which is the Founder Body. Each such Institution, if a separate Registered Society, is a subsidiary of the above-mentioned Founder Body, and/or of such an Institution that has only the use of the properties, both moveable and immovable, and not the ownership thereof, and/or in case acquired by the society in loco, it will belong to the said society.
- 1.3. The Head of the Institution, as well as all other Religious personnel of the school, are to be appointed by the Founder body, which in this case is the Salesian Province of Shillong (North-East India), headed by the Provincial, who retains the right to transfer the Religious personnel or to change their duties even before the completion of the term.
- 1.4. The Ordinary affairs of the school are to be managed by a duly constituted Managing Committee following the directions of the Founder body.
- 1.5. The day-to-day administration of the school is vested in the principal in collaboration with the Vice Principal, who carry out all the activities in consultation and collaboration with other religious members appointed by the Founder Body.



## 2. 1. TERMS &DEFINITIONS

In this Policy, unless there is anything repugnant to in the subject or the context thereof:

- 2.1.1 Founder Body** means The Salesian Province of Shillong (North-East India) i.e. The Provincial and his Council, which established, owns and manages the Institution of School Education.
- 2.1.2 Society** means the Registered Societies of schools under the Salesian Province of Shillong.
- 2.1.3 House Council** means the Salesians (Rectors/Principal/Vice-Principal(s)/Administrator) entrusted by the Founder body with the responsibility for all the activities related to the Institutions of School Education.
- 2.1.4 Managing Committee** means the Managing Committee of the Institute, constituted in law and duly appointed by the Founder Body. The Managing Committee is to manage the ordinary affairs of the school in respect of the curriculum, ratification and approval of the appointments, discipline, legal matters, new initiatives and carrying out of the educational policy of the Founder Body.
- 2.1.5 School** means the school under the Salesian Province of Shillong and includes all their future expansions and which are affiliated to the CBSE/ICSE/State Boards.
- 2.1.6 Minority School** means a school-owned, established and run by a minority community by virtue of rights conferred by Clause 1 of Art. 30 of the Constitution of India.
- 2.1.7 Rector** means the Religious Head of the Institution (s) appointed by the Founder Body, who is responsible for the implementation of the policies and objectives of Salesian School Education.
- 2.1.8 Secretary:** The Secretary, on behalf of the Managing Committee takes care of major decisions, such as the appointment of staff, all correspondences for new



initiatives, legal matters, liaison with public bodies and extraordinary matters of discipline.

**2.1.9 Principal** means executive head of the school who is ultimately responsible for the implementation of the policies and objectives of the school as per Government Education Departments/School Boards rules and norms, the overall administration of the school (with its different campuses, if any) and the liaison with other authorities, educational or civil or otherwise. On all decisions related to the teacher and students of the campus (es), the principal will consult the House Council.

Page | 10

**2.1.10 Treasurer/Manager** means one who has the responsibility of the financial administration of the school and matters assigned to him by the Constitutions and Regulations of the Salesian Society in keeping with Government Education Departments/School Boards rules. He may also be referred to as the Administrator.

**2.1.11 Employees/Teacher/Staff** means all persons appointed to function in the School as Teacher, Office/Clerical or supportive/Grade IV or such other staff employed/appointed by the school.

**2.1.12 Academic School Council** means the academic consultative body consisting of Principal/Rector(s)/Vice-Principal(s)/Assistant principal(s)/Campus Minister(s)/ and Campus Coordinators and who are entrusted towards the ordinary planning and review of the day-to-day affairs of the academic life of the school and its campus.

## 2.2 FOUNDER BODY AND ADMINISTRATION

**The Founder Body** of relevant Salesian Institutions of School Education, is the Salesian Province of Shillong (North-East India) with its present registered office at Don Bosco Provincial House, Mathias Institute, Mawlai, Shillong 793008, Meghalaya. It is legally constituted and run according to the Constitutions and Regulations of the Salesian Society, Canon Law of the Catholic Church and the Memorandum and Rules of the Registered Society of the school concerned. The Founder Body, though has the ultimate responsibility for the management of the



Institution, exercises its authority in loco through the Managing Committee constituted in accordance with Article 178 of the Salesian Society's Constitutions and prevailing Government Education Departments/School Boards norms. It reserves to itself certain rights in relation to Education and Policies. It retains the right to determine and/or approve all policy matters in all areas of School life: Christian Doctrine, Value Education, Intellectual-Moral Physical education and the formation of the students. The Founder Body is also responsible for approving the personnel policy. It recognizes the Educational Pastoral Plans of the Province and promotes them within the School Educational Institutions. It is the ultimate appellate body.

**2.2 The Founder Body retains the following rights in relation to general administration:**

- 2.2.1 To expand or alter its nature or status or to close down the school.
- 2.2.2 To approve, the medium, Boards, or change the same.
- 2.2.3 To upgrade/downgrade the school, add or eliminate sections/offices/facilities.
- 2.2.4 To give directions regarding the prospectus, salary scales and fee structure.
- 2.2.5 To spell out the policies in keeping with the socio-political needs of the context and the Catholic philosophy, aims and objectives of the Salesian Society.
- 2.2.6 The Founder Body has the right to appoint, transfer and terminate the services of the Rector / Principal / Secretary/ Vice-Principal/Treasurer and Coordinators of the School, irrespective of their being Salesian or non-Salesian personnel.
- 2.2.7 At regular intervals, it may review the criteria, procedure and policy for all appointments as the Government Education Departments/School Boards rules may require. It frames directives for the continuous education and updating of the teaching teacher and gives directions to promote the ethos and mission of the founder body.

**2.3 Property:**



- a. Final control and ownership of all immovable and movable properties and assets belong to the Registered society concerned. For any transactions, the following must be respected.
  - i. Permission in writing from the Founder Body is required for any formal agreement regarding leasing, renting or taking loans and granting permission to use the premises.
  - ii. This will be done through a contract that will be signed by the society on behalf of the Founder Body.
  - iii. Any alteration to the existing name of the School, ground and buildings as well as undertaking new constructions require the written permission of the Founder Body at the request of the House Council. The execution of them will be left to the Managing Committee through the Finance and Construction Committee of the School.

## **2.4 The Society:**

The Registered Society of every school of the Salesian Province of Shillong is constituted by the above-mentioned Founder Body to carry out various educational, research, extension and other charitable activities.

### **2.4.1. The House Council**

The House Council consisting of members of the Salesian Society appointed by the Founder Body is an extension of the Founder Body and shall consist of Rectors/Principal/Vice-Principal/Treasurers or any other persons appointed by the Founder Body to uphold all matters academic and nonacademic.

Its competence and limitations are set out in the Society's Constitutions and Regulations and the Directory of the Province. Within this competence and limitations, the House Council shall execute the policies and directions given by the Founder Body and Society for the common objectives of the school. The Council takes into consideration the policies of the Government Education Departments and School Boards.



The House Council shall ordinarily meet every two months and necessarily before every Managing Committee meeting.

**2.4.2. The Managing Committee:**

The Founder Body shall appoint members of the Managing Committee in accordance with provisions as laid down in its Constitution taking into consideration relevant recommendations regarding the same from the Government Education Departments/School Boards to which the school is affiliated/or regulated by.

**2.4.3. Finance Committee:**

- a. The Founder Body shall exercise its control over all the finances of the School through the Finance Committee. Such control shall be complete and absolute.
- b. The Finance Committee shall exercise the right to issue directions on financial policies and administration to the School Registered Society, the House Council and Managing Committee in matters of finance, calling for the audit report or any explanation on it, including a financial report and/or books of accounts at any time.
- c. Wherever financial involvement above 1 lakh, written permission from the Founder Body is required.
- d. For all changes to the proposed and approved plans for construction/campus development a prior screening by the construction committee and finance committee and approval by the House Council and Managing Committee is mandatory.

**2.4.4. Other Matters:**

The Founder Body has the right to deal with all other matters, as circumstances may demand, in order to further achieve the objectives of the school and its effective administrative management.

The Founder Body shall make an annual inspection of all the areas of the institution and give timely directions for enhancing the services offered keeping the ideals of the Founder Body through its commission heads (Finance Committee and School



Education Commission) of the Province.

### 3. MANAGING COMMITTEE OF THE INSTITUTE

#### 3.1 Constitution:

Page | 14

The Managing Committee shall be constituted by the Founder Body in consultation with the House Council and in accordance with the Memorandum of the Society and the Association of Catholic Schools, Xavier Board and Salesian University Institution (IUS) in accordance with the privileges and minority rights granted by the Constitution of India and the Code of Regulations for Christian Minority Schools, DESO/DSEL within whose jurisdiction the said school is located, as the case may be.

The Managing Committee shall be composed of:

1. Founder Body President
2. Rector/s
3. Principal/Secretary
4. Vice-Principal
5. Treasurer
6. Village Council President (VCP)
7. One other nominee of the Founder Body
8. Two Teachers' Representatives one of which is preferably female  
(Nominated/Elected by the eligible Teacher)
9. Two Representative/s of the Parents/Guardians (Nominated/Selected)
10. Representative/s of the Alumni (nominated/Selected)
11. A Local Educationist
12. A senior educational administrator and any other person, as need be.

#### 3.2 Term of the Managing Committee of the Institute:

- a. The term of office of the Managing Committee shall be 3 years, at the end of which it will be reconstituted as per terms in 3.1. In cases of vacancies, for whatever reason, they shall be filled up by the Founder Body for the remaining part of the 3-year term.
- b. The Teacher representative shall have to be a permanently appointed teacher, who



has served the school for a period of at least five years. A teacher may not normally be in the Managing Committee for more than two terms.

- c. The Parents' representative may cease to be a member at the end of the scholastic year if his/her son/daughter ceases to be a student of the school.
- d. The quorum for valid procedure shall be one member over and above half the strength of the Managing Committee i.e., 50% + one.
- e. Frequency: The Managing Committee shall meet at least three times a year with a minimum of 15 days' notice. Emergency meetings may be held as and when required.

### **3.3. Powers and Duties of Managing Committee**

- a. It is the responsibility of the Managing Committee to see that the general running of the school reflects the education policy of the school and promotes its academic atmosphere.
- b. Lays down criteria, procedures and policy for appointment of staff including non-teaching staffs which is subjected to the approval of the Founder Body.
- c. Approves the Selection Committee.
- d. Approves the terms and conditions of appointment and service conditions.
- e. Frames directives for continuous education and updating of teachers.
- f. Approves the appointment through the Principal/Secretary, of the Teacher & staff, supportive, temporary/guest and Group D staff, other than the religious staff, and confirms, extends or terminates the services of the same.
- g. Selects suitable candidates for teaching posts, and appoints the Selection Committee as per directives of the State Government/Respective Boards/Christian minority institutes.
- h. All disciplinary action, except in the case of minor penalties, are to be imposed by the authority of the Managing Committee through the Principal.
- i. The Managing Committee approves the list of holidays and the leaves taken by the staff.
- j. The welfare of the staff is a concern of the Managing Committee (disbursement of salaries and allowances, personnel and professional staff development, etc.). It shall see that the Personnel Policy is followed and propose to the Founder Body



- any alteration it may deem necessary.
- k. It will propose and/or recommend to the Founder Body any alteration in the physical nature of the school and other matters that are reserved with the Founder Body after completing the due procedures of scrutiny and approval by the Construction Committee, Finance Committee and House Council
  - l. Any other responsibility/duty, the Founder Body may deem fit to delegate to it.
  - m. The Managing Committee's decisions may be overruled or the Body itself may be suspended by the Founder Body for grave reasons. The Founder Body, under such circumstances, will make alternative arrangements to carry on the functioning of the school, for a period not exceeding 6months.

### **3.4. Roles and Duties of Members of the Managing Committee of the institute**

#### **3.4.1. Rector**

- a. As per the Salesian Constitution (c.176), the Rector 'is the first in order of responsibility for the religious life, apostolic activities and administration of the community goods'.
- b. Through a well-conceived sense of discipline and academic integrity, he promotes the philosophy and policies of the Founder Body.
- c. He is the Head and Convenor of the Educative Pastoral Community Council (EPCC) which takes care of all the animation programmes of the institute and also prepares quality persons to carry out the work of animation consonant with the vision of the school.
- d. He is the liaison between the local council and the House Council and the Managing Committee.
- e. He is the appellate authority within the school on all internal matters, ecclesiastical, administrative and otherwise.
- f. He is responsible for documentation and should have copies of all title deeds and sanctioned plans, the original of which may be in the archives of the Founder Body. He should have an inventory of the movable and immovable properties of the school and also copies of the Audit Reports.
- g. He is the ex-officio member of the Finance Committee, Career Advancement Screening, Grievance Redressal Committee.



- h. He acts as the Counsellor of the school campus and supervises the implementation of the Salesian Pedagogical system.

### 3.4.2. Principal

- a. The Principal is appointed by the Founder Managing Committee, as per the rules of the Government of the respective State and shall perform his work in full agreement with the Managing Committee.
- b. His primary duty is to keep in check all the academic and non-academic activities of the school so that they are carried out to the satisfaction of the affiliated Board, Guardians and Students.
- c. He shall correspond with the school Boards on academic and non-academic matters.
- d. He shall be responsible for all promotions and detentions, upon consultation with the House Council.
- e. He shall keep himself in touch with educational authorities and act in liaison with others.
- f. He is responsible for the Parents', Teachers' & Students Association (PTSA) and its regular meetings.
- g. He shall convene and preside over General Academic Staff, Academic Council/Equivalent Council set up to oversee academic activities of schools, and committee for assurance of internal quality meetings.
- h. He shall be responsible to bring to the House Council and Managing Committee all the intake of teachers and admissions to the school. He shall take care of the committee for assurance of internal quality as its Chairman to make sure of all its requirements.
- i. He shall convene the Finance Committee, the Construction Committee and the Purchase Committee.
- j. He shall appoint members to other committees like the Library Committee, Grievance Redressal, RTI, Anti-Ragging, Sexual Harassment Vishakha Committee and others.
- k. He shall ordinarily appoint in consultation with the Rector(s) and the Vice-Principal(s), the officials of the school like Campus Coordinators, Event coordinators, Internal Auditors, and members to the Academic Council/Equivalent



Council set up to oversee academic activities of schools, etc.

1. He shall be the ex-officio signatory for disbursement of salary and Government grants.

### 3.4.3. Secretary

- a. The Secretary of the Managing Committee shall be appointed by the Founder Body.
- b. On behalf of the Founder Body and the Managing Committee, the Secretary, appointed by the Founder Body, shall see to the proper running of the school and ensure that the directions and policies laid down by the Founder Body are carried out in the school.
- c. He will be the authorized person to carry out the decisions of the Managing Committee regarding appointments, terminations or any other legal step for all the employees. He may also take decisions as per need for the regular functioning of the school; however, such decisions must be ratified by the Managing Committee at its meeting.
- d. He shall be an authorised signatory on behalf of the Managing Committee and may issue all letters which are authorized by the Managing Committee.
- e. He shall convene the meetings of the Managing Committee and House Council and shall arrange the time, venue and agenda for such a meeting.
- f. He shall keep the records and minutes of the proceedings in a book kept for the purpose, and submit them for confirmation at the next meeting.
- g. The Secretary shall handle the correspondences with the members of the Managing Committee and other staff members.
- h. He shall preside over the election of the Teachers' Representatives to the Managing Committee.
- i. He will report to and /or notify the President/Founder Body, any vacancy in the Managing Committee and make arrangements to fill the vacancy. He will also arrange for the reconstitution of the Managing Committee when its term expires.
- j. He will work in close collaboration with the representatives of the Founder Body in the institution.

### 3.4.4. Vice-Principal



The Vice-Principal shall take the place of the Principal in his absence and shall be the official nominee for all official academic matters.

Ordinarily, he has the following functions

- a. He shall coordinate the academic activities of the school on a regular basis.
- b. He shall keep himself well informed of examination requirements, educational progress and creative models of teaching and evaluation.
- c. He shall follow up with the regularity the work culture of the students and teacher members.
- d. He shall give periodic reports to the Principal regarding the various curricular and co-curricular activities of the school.
- e. He shall work in close collaboration with the Principal/Secretary to ensure the smooth functioning of the school.
- f. He shall follow up the programmes planned in the Handbook & calendar.
- g. For all the activities of an external nature such as inter-school activities, university matters, he shall follow the directions given by the principal.
- h. He shall convene ordinary meetings (departmental and sectional of the teaching and non-teaching) for smooth and regular performance of staff and students.
- i. In matters of serious disciplinary measures, he shall follow the direction given by the House Council/Principal.
- j. He maintains the chronicles of the school.

### **3.5. Other members in authority**

#### **3.5.1. Financial Administrator**

- a. He shall be responsible for the administration of the goods of the school as well as all financial transactions and accounting.
- b. He shall supervise all non-teaching staff following the guidelines laid out in the personnel policy and the prevailing labour laws of the State.
- c. He shall be responsible for all fee collections on behalf of the school and the disbursement of remuneration to the staff and for all payments.
- d. He shall execute all purchases and sales for the school following the budget/grant allocations and required procedures. He shall carry out the decisions of the House Council and present a report in every House Council meeting



- e. He shall keep records of all the projects/ grants utilized as per requirement of the Sponsoring Agency and ensure timely submission of the reports.
- f. He ensures that every project/grant is audited separately and merged to the main audit of the school.
- g. He is responsible for all deductions (Provident Fund, Income Tax, Professional Tax, etc.) and the crediting of the same to the Authority concerned.
- h. He ensures proper cleanliness and maintenance of the school campus, buildings and equipment.
- i. He is the Joint signatory along with the Principal/Secretary for all bank accounts.
- j. He shall be the one to arrange for the annual budget and audit. He shall propose the revision of fees/salaries, if and when required, in consultation with the House Council.
- k. He is responsible for all the financial records of the school.
- l. He takes care of land papers, agreements, canteens, different types of taxes, publishers, purchasers and MOUs with various stakeholders etc.
- m. He takes care of final Auditing of all the financial transactions of all the expenses of the school as a whole and takes legal responsibility for the Society, FCRA, Tax deductions, Scrutiny, monthly/yearly returns and /any other matter regarding finance with the banks, Home Ministry or any other financial or other Institutions as the case may be.
- n. All project and grant applications are to be informed (in hard copies) to the Provincial Economist/House Council who will also see to the disbursement of the funds as per the project/grant with the guidance of the one responsible for the project/grant. All accounts of the projects/grants will be maintained separately for necessary auditing by the donor agencies.
- o. He shall look into the Infrastructural development of the institute in consultation with the Rector, Principal and the house council.

### **3.5.2. Class Teacher**

- a) The class teacher is in charge of a particular class. S/he learns the names of all the students.
- b) S/he takes care of the Class attendance register, distributes roll numbers, looks after the seating arrangement of the students, checks the diaries regularly, and follows up with everyone's progress and appoints monitors/ captains for different duties, including sports events.



- c) S/he meets the parents/guardians when needed to discuss the child's progress, briefs the Principal/ Vice-Principal on the students' progress.
- d) The class teacher prepares the progress report card and the final result sheet. S/he has a responsibility to supervise the overall academic performance in his/her class.
- e) S/he enforces a strict seating arrangement such that there is no bias based on intelligence or community, to promote a feeling of camaraderie amongst all students. Girls and boys should not be allowed to sit together at least in high school.
- f) S/he also observes and reports the shortcoming in the classrooms such as furniture, fan, lighting, and other utilities.
- g) S/he ensures that the class notice Board is updated regularly and displays time table of the class. S/he creates a learning environment for the students.
- h) S/he does the checking of the assembly line, whether they are standing in order or not, and helps them to conduct the class assembly.
- i) S/he Checks the dress code either during the assembly or before entering the class. The dress code includes checking the uniform, nails, hairstyles, proper shoes, socks, ribbon etc.
- j) S/he does the Checking of the captain's diary regularly after taking the attendance.
- k) S/he ensures that the students' School diary is duly filled in, especially the ID page.
- l) S/he does the Checking of the general discipline of the class during the school events and during the break time.
- m) S/he keeps an eye on the students of his/her class throughout the day.
- n) S/he Keeps a record of the late comers and irregular attendees or any other absentees in the class teacher's diary.
- o) If need be sudden check on school bags is done at times. S/he finds out from them about other subjects and problems regarding syllabus, method of teaching, and talks to the subject teachers.
- p) S/he lets the students know about official information regarding registration, last date of fees payment, last dates for any document submission, etc... S/he keeps a record of the behaviour of students in the class and discusses with parents during an open day.
- q) S/he would have an occasional chat with the students, boys and girls alike, regarding important social issues, social responsibilities, adolescence, manners, behaviour and the importance of grooming in order to help them to shoulder responsibilities in their near future.



- r) S/he encourages the students to participate in various interhouse, interschool events and competitions. Occasionally conducts some fun-filled programs like hikes, picnics, field trips, to avoid monotonous classroom learning and to help them appreciate nature.
- s) S/he should be very observant about the students on a day-to-day basis to be able to recognize their strengths, weaknesses and other problems. S/he should be a friend/father/mother to the student.
- t) A class teacher should never have preconceived notions about a child based on their past activities, instead, they should allow the child to start with a clean slate.

### **3.5.3. Librarian**

- a. Every school should have a well-equipped library.
- b. The Librarian follows up the library norms to make sure that the library becomes a student-friendly and faculty-friendly place for learning.
- c. All the book orders are to be placed through the Librarian and s/he will see that the ordered books have arrived, are catalogued and are stacked.
- d. S/he shall follow up the records on the issuing and purchasing of books, Newspapers, Magazines, Journals etc
- e. S/he shall carry out the yearly stock verification.
- f. Organise display of publications for all common events of the school.
- g. Maintain the digitisation of all records and updating of software in consultation with Vice-Principal and administrator.
- h. Give quarterly feedback to the Principal and Vice-Principal.

### **3.5.4. Coordinator**

- a. The Coordinator in the school is nominated by the House Council.
- b. The tenure of the Coordinator is a term of 3 years
- c. The Coordinator should have taught in the same school for a considerable number of years.
- d. The Coordinator should have an impeccable professional and ethical record.
- e. It is the complete prerogative of the Principal to decide the subject and the classes that the Teachers will have, but the coordinator will help the head of the Institution



to make the Master Routine for the next scholastic year.

- f. During the year should there be any adjustments to the Routine, the coordinator will take the responsibility of making necessary changes.
- g. In the day-to-day functioning, the coordinator will check out the number of casual leaves taken by the Teachers for the day and make arrangements for substitution classes which has given the title 'Booking Classes'.
- h. The coordinator should be ready to make all necessary changes in the routine if there should be any kind of emergency or function in the school.
- i. A coordinator normally plans out the activities of the year with the Principal and hands over the responsibility of conducting activities like Feast Days, Farewells etc to the different Committees set up in the school.
- j. A coordinator should be able to settle misunderstandings among colleagues which may emerge at the Professional level, before taking them to the higher authority.
- k. A coordinator should also be able to take care of examination seating arrangements, examination roll number allotments, exam allotment, making the list of question paper setters, collection of examination scripts after each exam and meticulously documenting and recording them all, followed by handing them over to the respective subject teachers for corrections.
- l. In consultation with other senior teachers, a coordinator should be open to opinions so that he can advise the Principal on any subject related issue especially with regards to the Parents or any information which may be needed to be given outside.
- m. Coordinators are to draft the letters which are to be distributed outside; they are the Public Relation Officers (PRO) of the Principal.
- n. On days like the Inter-action Day/Open Day where the Teachers meet the Parents for the Children's results, they normally set up the rules and regulations of what the respective class teachers and all other teachers should do. Allotment of rooms for the distribution of results is also done by the coordinators. They are to allot the Subject Teachers to assist the Class Teachers for the day.
- o. In place of meetings on Syllabus and other such matters relating to different subjects, Coordinators make the important arrangement of allotment of rooms for the Subject Teacher.



- p. Coordinators take upon themselves the role of taking necessary actions and takes a call on a day-to-day basis like advising the Principal on how things are to be done, taking into consideration the long-established practices that uphold the tradition and prestige of the institution. This will help imbibe a feeling of mutual respect and adherence to the working culture of all especially the Teachers who have served the Institution for a great number of years.

### **3.5.5. Marshall**

- a. A Marshall is appointed by the Principal of the School and selected by consensus among the members of the Sports Committee.
- b. He should be an efficient disciplinarian, a planner who can deliver on planning seating arrangements for Guests, the Press, the Parents and the different Houses in the School and the different invited Schools that come as Guest in School events like Sports Day.
- c. He is to coordinate between the activities comprising of both athletic and non-athletic during the period of preparation of the Annual Sports Day and coordinate the heats event with the drill practice.
- d. The Marshall is to make all necessary allotments of the different groups or divisions performing in athletics.
- e. The Marshall is to allot the places for higher classes for their drill practices as it goes on simultaneously. When the higher sections have their athletics sports activities, the lower sections will be performing their drills so that no time is wasted. Therein lays the role of the Marshall for space allotment on a day-to-day basis or a week-to-week basis in preparation for Sports Day.
- f. Marshall will also take upon himself the responsibility to take care of the Band, the First Aid Tents and the Press.
- g. He is also required to provide the number of heads for refreshment to the Refreshment Committee at different levels.
- h. He is to take care of the buglers, the band on the Rehearsal Day and the Final Sports Day.
- i. The Marshall takes care and maintains the general principles of all the required divisions by making all necessary appointments of volunteers from the senior classes giving them the task of taking care of the movement in the field and discipline in the Galleries, allots the toilets for the different categories of Guest, and Students both Girls and Boys.



- j. The Marshall is the one who coordinates the entire Sports activities, timings with the Sports Secretary, in consultation with the Sports Committee and the Principal.
- k. In other big functions besides Sports, he allots the seating plan and makes all necessary arrangements.
- l. For the Marathon race, He lays down the map of the route -one for the senior division and the other for the junior division.
- m. He is to allot duties in consultation with the Sports Secretary for teachers to have duties at different strategic points along the route.
- n. The Marshall is also responsible to make all necessary arrangements with the Police Department for the same.
- o. The Marshall arranges the Pilot Cars, Escort Cars and Bikers for the runners.

#### **4. EMPLOYEES' STATUS AND CLASSIFICATION**

All the employees of the Institution need to have undergone an orientation programme to be aware of the culture of the institution which is very unique, being a Don Bosco Institution. The employees need to attend orientation programme preferably prior to their permanent appointment. The program which may be organized in-house or elsewhere will consist of knowing the life of Don Bosco, a brief history of the Organization, the School, and knowledge of the Preventive System of Education and general information on quality instruction systems in School Education by imparting knowledge that is life-oriented.

All the staff members are to uphold the Vision and Mission of the Institution and impart the same values to the students. The school and its surroundings shall remain a non-smoking and non-tobacco/non-alcohol/non-drug/non-littering and plastic free area. The Institution takes care to protect everyone from any sort of harm, physical or mental. Anyone found deviating from the same may be terminated from his/her services.

##### **4.1. Temporary/Part-time Employees on contract**

- 4.1.1. A Temporary Employee is one who is appointed for a limited period of time for a post that is temporary in nature. They may be part-time teaching/ non-teaching staff.



- 4.12. The job description for this category will be the same as for similar posts in the category of employees in which he/she is, unless otherwise specified, in the letter of appointment.
- 4.13. Temporary employees may not be entitled to regular monthly salaries. An agreement shall be made prior to their engagement in the Institution and upon entering such agreement and employment, the said employees shall be bound by the terms thereof and also this policy.
- 4.14. They will not be entitled to leave benefits except those days in which the school has an official holiday. Any leave taken by them will be adjusted with their monthly remuneration (26 days divided by the contract amount).
- 4.15. Those in the contract may join the school on probation if the management finds him or her fit for the Institution with a fresh application for appointment.
- 4.16. Ordinarily, the contract is for 11 months.
- 4.17. They will be paid a consolidated sum every month without any other benefits as per agreement at the time of joining.

## 4.2. Employees on Probation

- 4.2.1. An Employee on Probation is one who is appointed for a period of time on probation to a post or vacancy that is permanent in nature.
- 4.2.2. The probation starts only if the employee is eligible for the post they are applying for, failing which he or she may continue on contract. The organisation may terminate the employees on probation either at the end of one year with one month notice or at the end of the second year with three months' notice. Failing to give the notice, one month/two months' pay shall be paid to the employee concerned in accordance with the period of probation mentioned hereinabove.
- 4.2.3. The probation period is normally one year. **On completion of the probation period the employee must apply to the Managing committee for the confirmation of his/her service.** The Managing Committee may either confirm him/her in service, terminate him/her or extend probation period for another year for stated reasons. Notice of extension of probation/termination will be given to the employee in writing, one month before the end of the probationary period. However, the employee cannot take for granted the continuity of service unless and until it is given in writing by the



Secretary on behalf of the Managing Committee.

4.2.4. All probationary employees shall enjoy only medical leave and casual leave benefits and any other compulsory calendar leave.

4.2.5. If the period of an employee's probation is extended beyond one year, at the time of confirmation, the employee will get one annual increment.

### **4.3. Permanent Employees**

4.3.1. A Permanent Employee is one who is confirmed as a permanent employee after satisfactory completion of the probationary period.

4.3.2. This confirmation is to be done in writing. A formal agreement is to be drawn up between the school, represented by the Secretary on behalf of the Managing Committee and the employee concerned.

4.3.3. The acceptance of the agreement constitutes also an acceptance of the philosophy and objectives of the school along with its personnel policy and service conditions.

4.3.4. All conditions and benefits listed in this policy are primarily applicable to the permanent employees unless their nature indicates otherwise.

4.3.5. A permanent employee may be asked to discontinue his or her service with three months' notice or pay in lieu thereof for grave reasons. The employee needs to give three months' notice/three months' pay if he or she wants to discontinue his or her services in the Institution.

4.3.6. As the employee is free to leave the institution as per the conditions mentioned above the Institution is free to terminate an employee following the above clause.

4.3.7. Regular performance assessments will be made for every employee. Annual Confidential report shall be maintained by the Principal. Poor performance can lead to termination as their primary task is to take care of students' welfare and progress.

### **4.4. Substitute Employees**

4.4.1. Substitute employees are those engaged in place of other employees for a particular period of time.

4.4.2. The payment will be calculated according to the category and qualification of the employee and a lump sum will be paid according to the number of days the employee has worked or classes taken in the case of teaching staff.



- 4.4.3. All dues will be paid on the last day of work or at the time of payment of salaries.
- 4.4.4. They will not be part of any of the school activities except taking the allotted classes. Any other activity with details of hours and payment will be offered as and when needed.

## **4.5. Special Appointments**

### **4.6.1 Conditional Appointment of employees**

The school may make a special appointment for candidates awaiting the minimum required qualification for five years. Such candidates will not be eligible for the pay scale prescribed and the decision in this regard will be the discretion of the Managing Committee. In the event the candidate fails to get the minimum required qualification within the stipulated time, the said appointment shall stand terminated.

## **5. CATEGORIES OF STAFF**

### **5.1. Academic Staff**

- 5.1.1. The Academic staffs include all the teacher members involved in teaching including the Librarian. This will also include lecturers/teachers who may be BA/BEEd, MA/BEEd, BEd/MEd and MSc/BEEd qualified as special appointments for a restricted period.
- 5.1.2. The staff members will have 6 working hours with a lunch break, for 6 days and yearly 180/90x2 instruction days; a total of 238 working days for the Institution. However, for the days of Examination/fests/special programmes, the teacher responsible need to be present till the completion of the programme making sure that students and the institutional belongings are taken care of.
- 5.1.3. The staff members shall prepare the students for the examinations prescribed by the affiliating boards, according to the prescribed syllabus. They shall follow the rules and regulations of the respective boards regarding curriculum, working hours/days and holidays.
- 5.1.4. Besides professional competence and effective classroom management, the lecturer/teacher is expected to be an example to the students by his/her life, in keeping with the ideals of Don Bosco's system of education. S/he shall constantly update with reading material on Don Bosco.



- 5.1.5. Staff members will show great diligence in the preparation of their class, in the delivery of the lessons, and the correction of assignments given.
- 5.1.6. They will be responsible for the setting of question papers and the custody and marking of answer scripts, with great diligence.
- 5.1.7. They will be responsible for the proper keeping of the necessary records of the attendance of students and their progress. The matter shall be reported to the students and their guardians on open day/interaction day.
- 5.1.8. Teachers are expected to take part in the co-curricular and other educational activities of the students by encouraging them and guiding them.
- 5.1.9. They are required to attend meetings, seminars, up-dating courses or in-service training organised by the school or for which they are nominated by the school to attend in any other institution.
- 5.1.10. They may be asked to be present even on non-working days or in other schools in connection with school-related activities or to accompany the students.
- 5.1.11. A staff member shall not take private tuition for the students of the same school. If anyone is found to be a defaulter, se / she may be terminated from service.
- 5.1.12. Staff members should always uphold the name and esteem of the school and his/her colleagues. They are bound by confidentiality and secrecy on matters concerning the school and its inmates.
- 5.1.13. On days marked compulsory attendance for seminars, workshops, teacher development programmes or any other programmes of the school, the absence will lead to a reduction in remuneration unless the person is sick and the same is informed with proper supporting documents.
- 5.1.14. The Vice Principal will prepare the routine indicating the duties of the teachers during the Lunch break (Presence).

## **5.2. Office and Clerical Staff**

- 5.2.1. Office and clerical staff have the responsibility of taking care of all the documentation, correspondence and public relation related activities. They are expected to maintain the image of the school in their dealings with outsiders.
- 5.2.2. They need to be cordial and available to students, teacher members, parents and all those who are in any way associated with the institution.



523. They are duty-bound to respect confidentiality and not to give any information they possess to any unauthorised person, inside or outside the school. Any infringement in this matter, if proved, shall call for the dismissal of the person concerned.
524. The staff members need to go beyond office hours during examinations, admissions and other school activities.
525. They are eligible for leave on Sunday/one day per week, 7 casual leaves which need prior approval, 30 days of calendar leave including festival days. Any leave beyond will be with deduction of pay.
526. On a regular basis, 8 hours of work is expected from every employee for 5 days; a half-day is permitted once a week (on rotation), generally on Saturdays, unless there is a school function for which the staff are required to be present.

### **5.3. Support Staff (Non-Academic Staff)**

- 5.3.1. These include accompanists, library and laboratory attendants, drivers, cooks, gardeners, peons, bearers, security, nurse, dhobis, sweepers and other maintenance personnel. They form an integral part of the school and contribute towards the efficiency of the school-work by their regular and watchful service.
- 5.3.2. They will be bound by the general rules and the ones stated in 5.2.

## **6. APPOINTMENT**

- 6.1. The appointing authority for all categories of employees (academic teacher and clerical staff) other than the Religious in the School, is the Secretary and for the non-academic (supportive) staff, he on behalf of the Managing Committee.
- 6.2. No one may consider himself/herself as an employee of the school unless S/he has been issued the appointment letter duly signed by the Secretary.
- 6.3. The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.
- 6.4. Besides one's application, the applicant must fill in an application form supplied by the school with all the details that apply to him/her. The person is duty-bound to inform details of prior engagement and submit the needed clearances.
- 6.5. If the particulars given in the application are found to be false, the appointment may be declared invalid.



- 6.6. The date of birth recorded on the application form and supported by a proper certificate (Birth Certificate, Education Board's, and School Leaving Certificate) cannot be altered and no affidavit will be accepted.
- 6.7. A change of name with the change of marital status or otherwise must be intimated with proper documents.
- 6.8. A change of address, telephone/mobile number or other particulars must likewise be intimated. If the change of address is not intimated, any communication sent to the given address will be considered sufficient as notice.
- 6.9. Once appointed to the school, a permanent employee or an employee on probation cannot hold or take up another job without the knowledge of the School Authorities. The school encourages further studies. However, one may pursue the same only on completion of a minimum period of 2 years. An application for such studies is to be submitted to the appointing authority.
- 6.10. An employee of the school cannot use the school address or telephone numbers or the status of being a school staff for any business purposes or contacts other than what is relating to the school.

## 7. WORK CULTURE

The work culture shall be cultivated by the spirit of Salesian Presence. It shall be the guiding principle in all personal and professional relationships with students. The staff members shall make a genuine effort to maintain a friendly rapport with students. All the activities shall be in an atmosphere of friendship, cordiality and warmth without affecting the quality of performance. All the teacher members are expected to be present for the assembly, to be present with their students and also to get to know the information and departmental communications at the assembly time.

### 7.1. Job Description

- 7.1.1. Each category of employment has its job description which is fixed by the Principal.
- 7.1.2. The Principal/Vice-Principal has the right to ask each one to perform duties that are in keeping with the category in which one is employed.
- 7.1.3. While no one is to be asked to do jobs not in consonance with his/her appointment a great deal of co-operation and mutual assistance is expected of all for the



wellbeing of the institution.

7.1.4. The Service Book of each employee shall be maintained by the school office.

## **7.2. Working Hours**

7.2.1. Working hours for the academic staff will be as per School hours prescribed in the School Calendar and Handbook. It is expected that every teacher is on the campus for 6 hours and the office and support staff for 8 hours every working day. The teaching teacher must be on the campus at least ten minutes before the scheduled assembly.

7.2.2. Working days for Non-Academic staff will be from Monday to Friday.

7.2.3. To suit the smooth and routine running of the school, and because of the specific nature of the work, individual working hours may be fixed for certain categories of employees. These timing will be indicated in the letter of appointment or communicated by the Principal.

7.2.4. Use of mobiles phone is not permitted during the working hours. Entering a class or any academic duty with a mobile phone is strictly not permitted. Attending to phone calls during/ in the class is considered misconduct. If the phone is required to be used for any reason, prior permission is to be sought from the competent authority. Habitual non-compliance will call for disciplinary action.

7.2.5. On special days (admission, school fests, examination days, sports days and any other) they will need to complete the works as per the requirement of the occasion.

## **7.3. Attendance**

7.3.1. The attendance register will be maintained for all categories of employees separately.

7.3.2. All categories of employees will sign the attendance register and also punch in the Biometric system provided, each day at arrival and departure, indicating the time besides the record in the biometric system.

7.3.3. Any error in the daily attendance entries must be brought to the notice of the Principal/Vice-Principal by the employee concerned on that day itself or the following day. No claim can be entertained later.

7.3.4. The Attendance Register supported by the Bio-metric system will be the official record for all leaves taken or absence, etc...



- 7.3.5. All are expected to be punctual for duty; habitual late-comers can incur disciplinary action.
- 7.3.6. With the assembly bell, late arrival is marked (Timings as per school routine shall apply accordingly).
- 7.3.7. Three late arrivals or early departures will be considered one day of leave. If late arrivals or early departures are due to school-assigned work, permission must be sought in writing from the competent Authority.

#### **7.4. Absence from Place of Work**

- 7.4.1. During the hours of work (except for the lunch break) all are expected to be in their respective places of work. During the free periods, teachers are expected to be in the staffroom or the library, attending to their academic duties.
- 7.4.2. Any short-term leaves taken for personal work during class hours will be considered in the category of early departure/half day leave as per the situation assessed by the Competent Authority.
- 7.4.3. Frequent absence from place of work, or being outside the school premises during hours of work may call for disciplinary action. "Frequent" here shall mean more than three instances. Once the staff member has signed in, s/he shall not leave the campus in between without authorisation.
- 7.4.4. The school shall also maintain proper registers as per School rules: Service Book, Daily Record of Work Book containing daily lesson plans as per the Course plan, work diary and the Unitization of the Syllabus worked out in consultation with respective Heads of Departments/class teachers accordingly.

#### **7.5. Search**

- 7.5.1. No one should bring unauthorised persons or articles into the school.
- 7.5.2. Lockers and cupboards used by the employees may be searched if the need arises by persons authorised by the Principal or Vice-Principal, in the presence of the employee. If he/she refuses to be present, it may be done in the presence of two witnesses.
- 7.5.3. If the situation demands, a search of bags or a personal search may be authorised to



the Security Staff concerned.

## **7.6. Dress Code/Uniform**

7.6.1. Teachers and Staff should dress with decorum, upholding the dignity of their vocation. A formal dress is to be worn during instruction days.

### **7.6.2 Staff's Dress code**

- a. Staff should dress with decorum, upholding the dignity of their vocation.

### **7.6.3 Students**

- a. All the schools owned and managed by the Salesians of Don Bosco, Shillong province will follow a uniform colour code as finalized by the Founding body.
- b. A common emblem/logo, approved by the founding body, is to be used by all the schools owned and managed by the Salesians of Don Bosco, Shillong province. This emblem/logo will be used on the common jerseys, blazers, shirts and notebooks.
- c. All the stitched uniforms will be supplied by the founding body along with Boscotech Silchar as it is the main centre for uniform production in Shillong province.
- d. The students are permitted to purchase the notebooks only from a vendor approved by the Founding body.
- e. The schools should place all their orders to the vendor 6 months prior to the expected delivery date and a copy of the order list is to be submitted to the Economer's office.
- f. The schools should make the arrangements to supply the uniforms and notebooks through their book rooms following all tax legalities. In case the supply of these items is to be outsourced, it will be done by a local vendor authorized by the Founding body.

### **7.6.4 Bus Service**

- a. If a School owned and managed by the Salesians of Don Bosco, Shillong province has to introduce school buses for commuting the students, the schools concerned have to get prior permission from the Founding body for introducing this service. The school buses can either be owned and operated either fully or partially by the school itself or this service can be outsourced on a contractual basis.
- b. If the bus operation is outsourced through any outside contractors, there should be a legally binding contractual agreement signed by the school authority and the bus contractor with a provision for renewal of agreement every three years. In case of a service that is not satisfactory, the contract can be terminated with a notice three months prior to the termination. In the event of a serious breach in the agreement or severe indiscipline that hampers the interest of the school, the agreement can be terminated without any prior notice with the full payment of the contractual amount of the ongoing month. If a Bus Contractor wants to terminate his/her services



- he/she needs to notify the school authority at least 3 months prior to the termination of the service.
- c. Bus fares to be paid by the students are finalized by the school authority/administrator taking into account all the parameters of expenditure. Bus fares are collected for all 12 months of the academic year. The bus fares are collected directly by the school in the same manner as it collects the school fees. There will be a nominal increment of the fares every year based on the increase in the cost factors.
  - d. The same penalties or disciplinary measures applicable to the defaulters of school fees will apply to the students who fail to pay the bus fees.
  - e. The contractual amount to be paid to the bus contractors is based on the taxed seating capacity of the bus and the number of trips made per day and is fixed by the school authority. The contractual amount fixed is to be paid for all 12 months of the academic year. The TDS and other tax deductions specified by the government will be adhered to by the school authority.
  - f. The school has to maintain a separate account for bus operation and all bus-related transactions to be channelled through the said account. Bus operations need to be audited separately. All the money transactions like the bus fees collection and the payments will be channelled through the school account dedicated for bus operations and managed solely by the school authority.
  - g. All the bus-related staff, like Drivers, Handyman, and Bus caretakers will have to follow the disciplinary rules specific to the school staff/support staff which will be indicated in the MOU.
  - h. Bus related staff will follow a specific Salary scale fixed by the school authority even if the said staff are employed and paid directly by the bus contractors. They too are subjected to Government tax deductions like EPF, Professional Tax, TDS and ESIC.
  - i. In addition to the above, a memorandum of understanding will be signed between the school authority and either the bus contractors or where no outsourcing is done, with the bus-related staff themselves. The content of the said MoU which will deal with all other aspects of bus operation shall also be mutually binding.
  - j. There should be the presence of Lady Support staff in the bus to take care of the students.

## **8. SALARIES AND ALLOWANCES**

**8.1.** The school works out its salary scheme according to its particular situation and has it approved by the Founder Body.

### **8.2. Payment of salaries**

8.2.1. Normally salaries will be paid within the 10<sup>th</sup> day of the following month.

8.2.2. Salaries will be paid in full after authorised deductions are made, or advances are recovered.

8.2.3. All required documents for income tax or other deductions must be duly submitted.



Those whose salary is above the income tax exemption limit will have to submit sufficient documents to avail of further IT exemption, failing which IT will be deducted as per the IT Act.

- 8.2.4. While appointing employees the salary scale as per the institute is informed to them; everyone will have the regular increment after two years of their probationary appointment.

### 8.3. Provident Fund

Every employee on probation and permanent status is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as Schools may be concerned. However, those who have a salary with basic beyond 15,000/- or such amount so prescribed under the PF Rules need not be part of the PF; the Institution is not bound to pay the contributory share of such employees and may discontinue without notice. However, both deductions may be contributed to by the employee.

- 8.4. **Gratuity** Every employee who has completed 5 continuous years of service in the school may be entitled to Gratuity as per rules contained in the Gratuity Act and its amendments as far as the school is concerned.

The Death-Cum-Retirement Gratuity Scheme (DCRG) shall be calculated as follows:  
50% of average pay (Basic + DA) over the period of last 12 months of service × half the number of completed years of service in the School.

The quantum of DCRG shall be subject to

- (a) a minimum of 2.0 Lacs and a maximum of 5.0 Lacs for Teaching Staff in School Post
- (b) a minimum of 1.0 Lac and a maximum of 3.0 Lacs for Non-Teaching Staff in School Post

*Illustration based on the Salary of the Teacher retiring on 31.5.2022:*

- a. Average pay from 1.6.2021 to 31.5.2022 (last 12 months of service) :

1.6.2021 to 31.3.2022 `29400/- each (29400/- × 10 = 294000/-)

1.4.2022 to 31.5.2022 `29800/- each (29800/- × 2 = 59600/-)

Total: (294000/- + 59600/-) `353600/- ÷ 12 = `29470/- (rounded to nearest 10)



50% of average pay = ` 14735/-

b. Half the number of years of service

12 years and 6 months is equivalent to 13 years

10 years and 5 months is equivalent to 10 years

DoJ = 15.04.2009

DoB = 24.05.1962

DoR = 31.05.2022

$13 \times \frac{1}{2} = 6.5$

c. Final Calculation

$\text{`14735/-} \times 6.5 = \text{`95780/-}$  (rounded to nearest 10)

Minimum payment = ` 200000/-

8.4.1. If two individuals of the same family (e.g., husband and wife) are employed, only one is eligible to receive house rent.

## 9. LEAVE

### 9.1. General

9.1.1. Leave means, authorised absence from work.

9.1.2. Leave is to be sanctioned and/or authorised according to the exigencies of the proper and regular running of the school against leave application in the prescribed form. Such application cannot be allowed and/or authorised and/or sanctioned if it disturbs such proper and regular running of the school.

9.1.3. The Managing Committee of the Institution is the competent authority to sanction any leave other than casual leave.

9.1.4. For the purpose of leave, the year will be the School Calendar year.

9.1.5. Taking leave without sanction, and extending leave without sanction, are considered acts of misconduct and shall result in a deduction in salary and disciplinary action.

9.1.6. Leave rules are primarily applicable to permanent employees; they may apply to employees on probation and others if and as specified in the letter of appointment.

9.1.7. A leave register for every employee shall be maintained in the Registrar's office.

9.1.8. Any leave that has been properly applied for and granted by the lawful authority will not cause a break in the service of the staff member concerned. The leave sanction



will specify the nature and the conditions of a break in service and PF.

- 9.1.9 During examination days leaves are not generally granted except in some extreme cases of necessity for which prior sanction must be obtained by the employee from the Principal with the relevant documents.

## **9.2. Casual Leave**

- 9.2.1. All probationary and permanent employees are entitled to 15 days of casual leave.
- 9.2.2. Casual leave is not a matter of right; it has to be sanctioned prior to the day of leave.
- 9.2.3. Casual leave may be affixed or prefixed to any holiday or Sunday but the total period including the holiday or Sunday shall not exceed 5 days at a time. Sundays and holidays falling within the period of casual leave shall not be counted as part of the casual leave. Casual leave shall not be affixed or prefixed to any long vacations.
- 9.2.4. Temporary employees/employees on contract after three months of service may get a proportionate number of days for casual leave.

## **9.3. Maternity Leave**

- 9.3.1. Female employees with a permanent appointment are entitled to maternity leave for three months with full salary and allowances. Leave beyond three months shall be leave without pay.
- 9.3.2. In calculating three months, calendar months are taken into account and all holidays occurring in those months are included in maternity leave.
- 9.3.3. Notice of maternity leave should be given at least one month prior to the leave.

## **9.5. Public Holidays**

- 9.5.1 Generally all School holidays are holidays for the teaching staff while not so for non-academic staff. Teaching staff can be asked to attend special classes for students, updating courses, in-service training or other School-related activities during such holidays.
- 9.5.2 The non-academic staff will follow a list of holidays published annually by the school for them.

## **10. SUPERANNUATION/TERMINATION OF SERVICE**



- 10.1.** The retiring age for permanent staff (teaching and non-teaching) is the same as that of the employees of the Government of respective states.
- 10.2.** A permanent employee may resign from the service of the school with three months' prior notice or payment of three month's salary amount to the school.
- 10.3.** Managing Committee may terminate the service of a permanent employee by giving three months' prior notice or three months' salary in place of notice. Here salary shall mean the basic pay.
- 10.4.** A temporary or probationary employee may resign or his/her services may be terminated by giving one month's prior notice or one months' salary in lieu of such notice, without assigning any reason whatsoever.
- 10.5.** An employee convicted by a court of law on a criminal charge will be terminated without notice or salary in lieu of notice. An employee against whom a criminal case is registered will not be allowed to continue in the service of the school till acquitted. If acquitted the period will be considered part of service, but no salary will be paid for the period unless the case was registered by the school itself.
- 10.6.** An employee may be deemed to have terminated his/her services with the school by way of voluntary abandonment of service if s/he without any intimation /or without any sanction from the Competent School authority, does not report for duty at his/her place of work for a period of fifteen (15) continuous calendar days. In the event of such voluntary abandonment of services by an employee, the school shall be at liberty to take such action as it may deem necessary for breach of the conditions of service against such an employee.
- 10.7.** On resignation or termination, all dues to the employees, upon any recovery to be made by the school, will be cleared within seven days after the resignation or termination becomes effective. This, however, does not apply to the Provident Fund, which is realised when these amounts are disbursed by the Competent Authority.



**10.8.** Permanent and probationary employees, on leaving the service of the school are entitled to a certificate of service as well as a certificate of release from duty.

**10.9.** Before leaving the service of the school, an employee shall return to the school in good order and condition, all properties or equipment including documents, papers, and files belonging to the school. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to her/him on any account or shall be recoverable otherwise, and the employee shall be responsible for all costs and consequences thereof.

**10.10.** If any employee is in occupation of any residential premises provided by the school, whether School-owned, arranged or leased, shall immediately upon termination of his employment with the school, hand over to the school the vacant possession of the premises. If not, it may be recovered by any process of eviction considered appropriate in such circumstances by the management. The final clearances of dues shall be settled only once the matter is settled.

**10.11.** Warning memos shall be issued by the Principal/Vice Principal/Rector as and when required.

## **11. MISCONDUCT**

### **11.1. General**

11.1.1. Misconduct is a wilful action or omission on the part of an employee which goes against the objectives and interests or requirements of the school community.

11.1.2. These acts or omissions could be summed up under the following list which is illustrative and not exhaustive.

- a. Neglect of duty by way of sleeping on duty, or lax behaviour and attitude towards time.
- b. Want of diligence in the performance of duty, or violation of the orders of the lawful authority.
- c. Irregularity in attendance, taking leave without sanction.
- d. Insubordination



- e. Moral delinquency affecting the discipline, moral standards and reputation of the school.
- f. Theft or causing damage to property, fraud
- g. Holding any meeting, distributing handbills, notices, leaflets, booklets, pamphlets, posters in the school premises without prior written permission from the competent authority.
- h. Using indecent language or making false allegations.
- i. Unauthorised collection of money, carrying on any kind of business in the school premises.
- j. Coming to work in a state of drunkenness or getting drunk during the period of work; being under the influence of drugs.
- k. Violation of confidentiality or giving information to unauthorised persons.
- l. Non-acceptance of a school notice at the registered address of the employee.
- m. Inflicting corporal punishment on students.
- n. Any other act or omission that in general understanding would be detrimental to the objectives of the school.
- o. Smoking/consumption of alcohol or any addictive substance within the premises or vicinity of the establishment or just prior to the resumption of duty;
- p. Not submitting the regular (weekly, monthly, and bi-annual/annual) record or works and reports about students.

11.1.3. The school has the right to impose penalties or call for disciplinary action after assessing the gravity of the misconduct.

## **11.2. Penalties**

1121. Minor penalties may include censure, or recovery of damage or loss incurred by the school from the individual, or suspension from duty without pay for a period not exceeding seven days.

1122. Major penalties may consist of (a) Withholding of increment (b) Compulsory termination of service (c) Dismissal. The application of the above penalties shall be decided by the Competent Authority.



### **11.3. Disciplinary Authorities**

113.1. The Secretary on behalf of the Managing Committee shall be the Disciplinary Authority in respect of all acts of misconduct which warrant only minor penalties as defined above. He shall refer to all actions proposed to be taken, to the Managing Committee, and the Managing Committee shall advise the Secretary as to the action to be taken against the delinquent staff/teacher member.

113.2. The Managing Committee shall appoint a Disciplinary Committee consisting of Principal/Vice-Principal/Coordinators/Non-teaching staff and a Lady teaching member in respect of all cases of misconduct, which warrant the imposition of a major penalty as defined above. The Disciplinary Committee shall act also through the Grievance Redressal Cell in ordinary and extraordinary matters of complaints concerning the staff. The Grievance Redressal Cell consists of 2 senior lay staff, one being a lady, one senior religious staff and a nominee of the appellate Founder Body.

113.3. The Founder Body shall be the Appellate Tribunal in respect of all cases where a major penalty is sought to be imposed against a member of the staff. The Founder Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and confirm, modify or set aside any decision of the Managing Committee. In which case:

113.4. The Founder Body shall appoint an Investigative Team consisting of:

- a) One representative of the Managing Committee.
- b) One representative of the aggrieved staff member.
- c) One person not connected with either of the two above mentioned categories of whom one shall be a lady member, to be appointed by the Founder Body, preferably a person having discharged magisterial or judicial functions or who has been engaged in Civil Service, who will also act as Chairman of the Investigative Team. The decision of the Investigative Team will be considered by the Founder Body by vote and shall be final regarding the imposition of major penalties.

### **11.4. Procedure for Imposing Minor Penalties**

114.1. No order imposing any of the minor penalties specified above shall be imposed



except after: a) The staff member has been informed in writing by the Secretary of the School of the action proposed to be taken against him/her. The letter to be sent by the Secretary of the School will be accompanied by allegations based on which action is proposed to be taken. The staff member concerned will have to make his/her representation to the Secretary of the School against the action proposed to be taken, within one week from the date of receipt of the notice from the Secretary of the School and s/he shall also intimate as to whether s/he wishes to be personally heard in respect of the allegations against him/her. b) The Secretary has considered the representation, if any, of the staff member concerned, and has granted him/her a hearing, if so desired. c) The Secretary has, thereafter, submitted a report to the Managing Committee.

11.42. The Managing Committee shall consider the report submitted by the Secretary in connection with the case, and shall advise him concerning the penalty proposed to be imposed on the member of the staff concerned.

11.43. The Secretary shall proceed to impose such penalty as he may be advised by the Managing Committee. The staff member thus penalised, however, is free to appeal to the Founder Body as provided earlier. The decision of the Managing Committee shall be final concerning Minor Penalties.

### **11.5. Procedure for Imposing Major Penalties**

11.5.1. No order imposing on a staff /employee any of the major penalties specified herein except after holding an enquiry in the manner hereby prescribed.

11.5.2. The Secretary shall submit a report to the Managing Committee in case of serious misconduct by a member of the teacher/staff/employee which may warrant the imposition of a major penalty or penalties, specified above. On consideration of the said report, the Managing Committee may direct the Secretary to issue a chargesheet to the member of the staff/employee concerned. In such a case, the Managing Committee shall appoint an Investigation Team to conduct the enquiry against the delinquent.

11.5.3. The staff/employee shall be supplied with a copy of the charge-sheet or/and charges together with a statement of the allegation on which they are based.

11.5.4. S/he will be required to submit to the Secretary of the Managing Committee



- within seven days of the receipt of the charges and allegations, a written statement in his/her defence and also state whether s/he desires to be heard in person.
- 11.5.5. The Investigation Team will conduct the Enquiry considering the charge-sheet and written statement of the staff/employee, if any, and giving him/her a hearing if so desired.
- 11.5.6. The Investigation Team will prepare a Report on the Enquiry with their findings on each of the charges together with reasons and he/she will send the Report to the Secretary of the Managing Committee.
- 11.5.7. The Managing Committee will be at liberty to either accept or reject the Report and may order a fresh Enquiry on either the full or partial aspect of the charges.
- 11.5.8. The Managing Committee will take steps as are considered fit and proper based on the findings of the Investigation Team. If a penalty is to be imposed, the staff/employee may be called upon by the Managing Committee to show cause within 10 days concerning the quantum of the penalty.
- 11.5.9. On receiving the cause shown, if any, or after 10 days from the second show-cause notice served to the staff/employee concerned, the Managing Committee will proceed to impose such penalties, as it thinks fit. The staff/employee thus penalised may, however, prefer an appeal against such order of penalty in the manner provided below. During this process, if the act was a public scandal, the defaulter may be kept under suspension from duties.
- 11.5.10. The school endorses the Protection of Children from Sexual Offences Act 2012 (POCSO Act 2012) and considers its violation as an offense inviting major penalty and subject to the procedures outlined above for offences in that category. The school takes all steps to ensure that students are protected from any sort of sexual assault, sexual harassment and pornography.

## **11.6. Appeal**

### **11.6.1. Appellate Tribunal - Founder Body**

- a. A Staff/employee against whom an order proposing to impose any of the penalties referred to above has been passed may prefer an appeal to the Founder Body within 15 days of the date of the receipt of such order. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if an appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the



disposal of the appeal.

- b. After considering all aspects of the case, including the submission made by the staff member concerned, the Managing Committee and the Investigation Team, the Founder Body as the Final Appellate Tribunal shall pass such orders as it thinks fit and proper and its decision shall be final.

### **11.6.2. Final Appellate Tribunal**

- a. If because of any decision of the Founder Body, acting as Appellate Tribunal, a staff member is subjected to any of the major penalties specified herein, s/he shall have the right to prefer a further appeal to the Final Appellate Tribunal.
- b. Any such appeal must be filed with the Final Appellate Tribunal, through the Secretary of the School within 15 days of the date on which a copy of the order of the Appellate Tribunal is communicated to the member. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if any appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.
- c. The Final Appellate Tribunal may on an application made in this regard, call for the records of the case from the Founder Body, the Managing Committee, the Secretary of the School and shall also afford an opportunity of hearing to the staff/employee concerned.
- d. After considering all aspects of the case, including the submission made by the staff member concerned, and the Investigation Team, the Founder Body as the Final Appellate Tribunal shall pass such orders as it thinks fit and its decision shall be final.

### **11.7. Bar on Representation by Legal Practitioners**

- 11.7.1. No legal practitioner shall be allowed to represent either a staff /teacher/employee



or the Managing Committee of the School in the disciplinary and appellate proceedings as described above.

11.7.2. The representation shall be made by the person concerned and the authorized representative of the Managing Committee.

### **11.8. Suspension**

11.8.1. The Secretary of the School may, in cases involving gross misconduct, indiscipline or negligence of duties, place a staff/employee under suspension pending further action by the Managing Committee and the same must confirm or annul the action taken by the Secretary, within 15 days.

11.8.2. The Secretary of the School, on the instruction of the Managing Committee, shall place a staff/employee of the school under suspension in the following cases:

- a. Where an Enquiry against him/her is contemplated or where such an Enquiry is pending.
- b. Or, where a case against him/her in respect of any criminal offence involving turpitude is under investigation or on trial.
- c. Any form of publicity that goes against the institution in media or any other mode.
- d. Any injury is done to students: physical, moral or emotional.
- e. Such suspension as provided here shall not be construed as a penalty as indicated elsewhere in this document.

11.8.3. Every order of suspension shall be reported, for information only to the competent Government/school Authority.

11.8.4. A staff/employee placed under suspension shall be entitled to receive from the school a monthly subsistence allowance in the following manner:

- a. During the first two months of the period of suspension at the rate of fifty per cent of his/her total emoluments.
- b. If there is a delay on the part of the Managing Committee beyond two months in arriving at a decision, the subsistence allowance will continue to be paid at the rate of seventy-five per cent of his/her total emoluments until the Managing Committee of the Institute communicates its decision to the staff/employee concerned.
- c. If the member takes up any other paid employment during the period of



suspension, s/he shall not be entitled to any subsistence allowance for the period he/she is thus otherwise employed.

- d. If the staff/employee is exonerated from all charges, all arrears of pay and allowances will be paid to him/her for the total period of suspension, after adjustment of the subsistence allowance paid.

### **11.9. Grievances**

- 11.9.1. A grievance is a genuine complaint an employee may have against the school concerning the work or benefits due to him/her.
- 11.9.2. A grievance is to be presented in writing to the grievance redressal cell; if the matter needs further consideration, the same shall be forwarded to the Managing Committee who will recommend the action to be taken.
- 11.9.3. If the action proposed or taken is not satisfactory to the aggrieved employee an appeal may be made by him/her to the Founder Body.
- 11.9.4. The Founder Body shall appoint a committee with due legal consultations and the decision of the Body shall be binding to settle the matter.

### **CONCLUSION**

This Personnel Policy is approved by the Founder Body, which reserves to itself the right to amend, add to it or delete any clause included in it. From time to time, the Managing Committee will discuss the working of this policy and recommend modifications to the Founder Body. Ordinarily the Secretary/Principal/ Rector are the interpreters of this policy. They may, if necessary, suspend the operation of any particular clause, but must give a written explanation to the Managing Committee for their action. Their order will become operative unless the Managing Committee overrules it. The Founder Body in its annual inspection assesses the practical impact of the policy and may make an amendment as and when needed.



End of the Document.  
Salesian Province of Shillong

