

# **BISHOP BENZIGER COLLEGE OF NURSING**

## **Bishop Benziger College of Nursing Employees' Service Rules**

### **1. Preliminary**

a. Bishop Benziger College of Nursing founded in 2004, is a self financing minority educational institution offering under graduate and post graduate programmes in Nursing. The College is established by the Latin Catholic Diocese of Quilon. The College is a unit of Bishop Benziger Hospital society which also runs Bishop Benziger Hospital, Bishop Benziger School of Nursing and Ozanam Eye Centre. Bishop Benziger College of Nursing seeks to provide quality nursing education as missionary service. Our motto is "To Love is to Serve". The college is affiliated to University of Kerala and Kerala University of Health Sciences and approved by the Kerala Nurses and Midwives Council, Thiruvananthapuram, and the Indian Nursing Council, New Delhi. It has received Minority Educational Institution Status Certificate from the National Commission for Minority Educational Institutions, New Delhi. It is established primarily to cater to the educational and professional training and development of the Christian Latin Catholic members of the Diocese of Quilon.

b. The Employees working at the college are governed by Bishop Benziger College of Nursing Employees Service Rules. The Rules come into effect from 01.01.2013 and supercede all or any previous rule or practices which have been in operation on matters covered in. Any other rules that may be required for the smooth functioning of the institution may be framed by the management from time to time and shall form part of these rules.

c. These rules are not exhaustive, and may be modified by the management from time to time. Such modification come into effect from the date of acceptance or approval by the Governing Board, and shall apply immediately to all Employees of the college superceding the rules and regulations in force at the time of appointment.

d. All employees shall by their work and conduct further the objectives and aims for which the college has been established and maintained by the Latin Catholic Diocese of Quilon.

## 2. Application

These rules are applicable to all employees of Bishop Benziger college of Nursing irrespective of their date of appointment.

## 3. Definition

In these rules, unless the context otherwise requires,

- a. 'College' means Bishop Benziger college of Nursing and includes all departments, Offices, college campus and premises where the activities of the college are primarily carried out.
- b. 'Governing body' means the Governing Board of the Bishop Benziger Hospital Society appointed by the Bishop of the Latin Catholic Diocese of Quilon, which frames the policy and direction of the college administration.
- c. 'Management' means the Bishop of Latin Catholic Diocese of Quilon, Governing Body and such persons to whom the power to manage the institution have been specifically delegated by the governing body, other than the employees of the institution.
- d. 'Employee' refers to any person employed to work in Bishop Benziger college of Nursing as teaching and non teaching staff other than the staff engaged on contract.
- e. 'Salary' except where otherwise defined means basic pay plus all allowances.
- f. 'Institution' means College

## 4. Classification of employees

1. Permanent
2. Probationer
3. Temporary
4. On contract
5. Casual
6. Substitute
7. Part time



1. 'Permanent' Employee is one who is appointed against a permanent post and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by the appointing authority as a permanent employee.
2. 'Probationer' is one who is provisionally selected to fill temporary or permanent post but has not yet completed the prescribed period of probation or extension thereof, and has not been confirmed in writing by the appointing authority in the post in which he has been selected.
3. 'Temporary' employee means a worker who has been engaged for work which is of an essentially temporary nature likely to be finished within a limited period.
4. 'Contract' employee means a worker employed on a contract for a stipulated period of time or a specific work, on the lapse of which employment automatically ceases.
5. 'Casual employee' means a worker whose employment is of casual nature.
6. 'Substitute' is a worker who is appointed in the place of a permanent employee or worker who is temporarily absent.
7. 'Part time' employee means a worker who is appointed to do work for less than the normal period of working hours.

#### 5. Employment and Employment Regulations.

a. No person shall be deemed to be in the regular employment of the college unless and until he has received a letter of appointment duly signed by the competent authority.

b. Generally, before a person is considered for permanent employment, he/she is required to be on probation. The probationary period may be extended at the discretion of the management.

c. During the period of probation the service of probationer may be terminated at any time without notice or compensation in lieu of notice. No appeal shall lie against such termination. Generally an employee appointed against a permanent post shall be on probation for a period of two years within a period of three years.

d. No employee is entitled to be confirmed or to be treated as a permanent Employee by reason alone of his/her having completed the probationary period until the confirmation order is issued in writing by the appointing authority.

e. Promotion of an employee from lower post to higher post shall be at the discretion of the management.

f. An Employee posted against permanent post in the institution shall be terminable by the management by serving one month notice or by payment of one month's salary in lieu of notice.

#### 6. Bio-data

- a. Every employee shall furnish, in writing, his/her correct and complete bio-data in the prescribed form to the competent authority for the purpose of record and also thereafter shall promptly notify in writing any subsequent changes in the data furnished.
- b. The date of birth of an employee as furnished by him/her, at the time of joining duty shall be supported by any one of the following documents.
  1. Birth certificate from the Registrar of Births.
  2. School Leaving Certificate
  3. Baptism certificate

#### 7. Leaving Head quarters

No employee shall ordinarily leave headquarters without prior permission of leave sanctioning authority. If an employee wishes to leave station of any reason, while applying for such leave, he should communicate to the management the out-station address at which he may be contacted if necessary.



#### 8. Identification of Employees.

Every employee will be provided with an identification card and he/she shall display such a card on his person. When the employee ceases to be in employment, he/she shall surrender his/her card during service to the office before settlement of accounts. If an employee loses his/her card during service he/she shall pay a fee as may be prescribed from time to time to meet the cost of replacement.

#### 9. Duties and Responsibilities

- a. Every employee shall at all times be courteous and considerate and respectful to the students, parents, visitors, public, superiors and co-workers.
- b. Every employee shall maintain discipline at all times in the college and its premises and carry out the work assigned to them by their superiors faithfully and diligently.
- c. Teaching faculty are required to respect human dignity of the students in every manner and shall avoid all kinds of provocations on either side. Teachers are liable to maintain harmony among students and among themselves without resorting to any divisive moves.
- d. While conducting classes teaching faculty shall take special care in imparting proper knowledge in respect of subjects that are assigned. Teachers shall complete the entire portion of subjects assigned to them by the University and empower the students to attain credible pass in their examinations.
- e. A teacher shall develop confidence and personality of the students to attain maximum grade maintaining healthy student teacher relationship.

## 10. Salary and Holidays

- a. Employees will be paid their salary on the last working day of the month. If the last day is a holiday, the salary will be paid in the next working day. Eligible public Holidays shall be published in the college notice board.
- b. The management may deduct from an Employee's salary any dues such as Income tax, provident fund, recovery towards advances and contribution towards ESI.

## 11. Leave and Leave Rules

- a. Casual Leave: - Teaching staff are eligible for 15 days casual leave annually and non Teaching staff are eligible for 12 days casual leave annually. Casual leave shall be granted on genuine grounds and it cannot be claimed as a matter of right. Except on medical purpose casual leave shall not be granted more than 3 days continuously.
- b. Annual Leave: - Permanent Teaching Faculty on completion of one year service shall be eligible for 30 days annual leave, of which 7 days shall be as Onam vacation and 8 days on Christmas season. Remaining 15 days annual leave shall be availed with in a period of one year it becomes due. Carryover of annual leave to subsequent years shall not be permitted. Non teaching staff on completion of one year of service are eligible for 15 days annual leave and it shall be availed in two spells i.e. 7 days during Onam and 8 days on Christmas season
- c. Women employees are eligible for maternity leave for a specified period as per ESI Rules.



- d. Compensation leave: - Employees working on holidays as per the direction of Principal/Management shall be granted compensation leave. Such compensation leave has to be availed within 90 days it becomes due, otherwise it shall be treated as lapsed. Compensation leave shall not be granted for part of a day.
- e. Leave without allowance: - It is the discretion of the management to sanction leave without allowance.
- f. Employees requiring any leave other than casual leave shall submit leave application to the management through Principal. Other than on emergency situation employees shall submit leave application through Principal seven days prior to availing leave. Casual leave application shall be submitted to the principal through the Administrative office before availing leave. In the case of Principal availing casual leave for more than 3 days continuously, the leave should be brought to the notice of the Manager. In the case of Principal availing annual leave, prior leave application shall be given and sanction shall be obtained. Both Principal and Vice Principal shall not take casual leave or annual leave at same time or period. Availing any duty leave by principal shall be intimated in writing to the management specifying the nature of duty leave and sanction obtained in advance. Whenever the Principal is on leave the power to discharge current duties of the office of the principal shall be given to the vice principal with prior intimation.
- g. Employees shall avail leave other than casual leave only after getting it sanctioned by the leave sanctioning authority.
- h. Temporary, casual and substitute employees shall not be eligible for any leave benefits.
- i. Except maternity leave for a specific period any other leave shall not be claimed as a matter of right. On emergency situations management is vested with the power either to reject the leave applied for or to cancel the leave already sanctioned.

## 12. Code of Conduct

- a. No employee shall do any act in contravention of or in derogation to any of the provisions of these service rules or any rules or instructions notified by the management in the normal manner.
- b. No employee shall misuse the facilities provided by the institution.
- c. Employee shall be whole time employee of the college and shall not be engaged anywhere else either honorary or otherwise except with the written permission of the management. No one shall accept any job of remunerative character or give private tuition or engage in any other business.
- d. No employee shall accept or demand any subscription/donation/contribution from any one either for him/her or for any association of Teachers/staff or students.
- e. No employee shall accept or permit any member of his/her family or any other person acting on his/her behalf to enter into any monetary transactions with any student or his/her parents guardians or to accept any gift including free transport, boarding, lodging or any other service and shall not misuse his/her position for personal gains.
- f. Employees shall not prepare or publish any book or books or assist anybody else directly or indirectly in such a publications unless so expressly permitted.
- g. Employees shall not propagate through teaching lesson or otherwise, communal or sectarian outlook or untouchability/incite or discriminate any student on the grounds of caste, creed, language, place of origin, social and cultural background.



- h. Employees shall not practice or incite any student to practice or any other person to cause any damage to the property of the college either movable or immovable.
- i. Employees shall not behave or encourage or incite any student, teachers or any other member of the staff to behave in a disorderly manner in the premises of the college or outside in connection with any matter connected with the college. They shall not organize or attend any meeting during college hours except when they are required or permitted by the management of the college to do so.
- j. Employees shall not send to any forum any unauthorized petition or complaints either collectively or individually against the management or members of the Governing body of the College.
- k. No employee shall mobilize any person or any group of persons to challenge the policies, practices or decisions of the management in any manner that is subversive of order and discipline.
- l. No employee shall indulge or encourage any form of malpractice connected with the examination either in this institution or in any other college.
- m. Employees shall be responsible for the safe custody of the records, registers, books and other articles entrusted to them and in case of any damage or loss the Principal/Head of the college/the management will have the right to make good the same from salary/emoluments besides taking disciplinary action as deemed fit or proper by the appointing authority.
- n. Employees planning to pursue any higher degree (for regular/part time/distance education candidate) shall obtain a 'No Objection Certificate' from the management prior to applying, providing all details regarding the course. 'No objection certificate' shall be issued purely at the discretion of the management.

### 13. Misconduct

The term misconduct shall denote any offence or act of commission or omission on the part of the employee which falls within the general meaning of the word misconduct as understood generally and shall be deemed as act against rules, regulations and practices of the college.

Following shall be treated as misconduct.

- a. Insubordination or disobedience whether alone or in combination with others, of any order of the superior/Management or instigating others to insubordination, disobedience.
- b. Challenging the policies, practices and decisions of the management in the administration of college. Interference in the internal administrative rights of the management.
- c. Theft, fraud or dishonesty in connection with college property.
- d. Absenting from duty without prior permission or leave sanctioned.
- e. Misuse of Telephone, internet and other installations at the college.
- f. Failure to report for duty when management rejects leave applied for.
- g. Furnishing false information/document at the time of appointment.
- h. Disobedience of any provisions of service rules, practices and instructions issued by management from time to time.
- i. Such disorderly behaviour or conduct which are grave and found to be offensive to others and institution.

### 14. Suspension and Punishment

- a. Any employee can be placed under suspension pending enquiry whenever the management intends initiating disciplinary proceeding or employee involved in criminal case, where charge is framed.
- b. Suspended employee shall be eligible for subsistence allowance as per rules.
- c. Enquiry shall be completed within a period of three months. If required, enquiry officer can extend the period to a reasonable time.
- d. In the light of the enquiry report/judgement in criminal case, if employee is found guilty, management can decide on a punishment proportionate to the gravity of violation.
- e. Whenever the employee is posted after completion of disciplinary proceeding the period of suspension have to be regularized.



- f. If the employee has any complaint on punishment awarded, he shall submit appeal petitions to the Governing Body within a period of 30 days of receipt of order.
- g. In such situations the Governing Body of the society can hear appeal petition and take a suitable decision.
- h. Punishments
  - a. Censure
  - b. With holding of increment with or without cumulative effect.
  - c. Discharge or removal from service
  - d. Dismissal from service.

15. In case of any dispute with regard to the implementation of the Service Rules, the decision of the Bishop of Quilon will be final.

#### 16. Retirement

The date of retirement of an employee who is confirmed permanent through written order is the date on which he attains the age of 55 years by superannuation. But at exceptional circumstances, the management reserves to itself the right to extend the service of an employee for a specified period in the interest of the college.

#### 17. Resignation, Issue of Service certificate

Employees resigning from service shall submit one month prior notice to the management. It is the discretion of the management to accept/reject the notice of resignation. Service Certificate shall be normally issued to employees who have satisfactorily completed one year of service in the institution.

***On behalf of Bishop Benziger Hospital Society, Kollam signed by***



**President**



**Manger**



**Director/Treasurer**



**Secretary**

Place : Kollam

Date : 18.02.2013

