

WOMEN'S NATIONAL EDUCATION SOCIETY
(Registered under Act XXI of 1860 No. 8 1942-43 dated 22-3-1943)
M.G. ROAD
KODIALBAIL, MANGALURU 575003

SERVICE RULES AND CONDITIONS FOR STAFF



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1.0 PREAMBLE

The inspiring saga of Besant Institutions began in 1918 when Dr Annie Besant, the renowned social reformer, laid the foundation stone for Besant Primary School at Kodialbail in Mangalore. Women's National Education Society (WNES) took over the school administration from the Theosophical Society in 1943. Since then the institution has recorded continuous growth under the leadership of its visionary administrators like the late Manel Srinivas Nayak, the late B. Damodar Prabhu, the late Manel Krishna Nayak and the late Prof. P. P. Gomathi.

As pioneers in women's education, having wholeheartedly embraced the ideal of women's emancipation of our founder, all the Institutions cater to all students, especially girls, without distinction of religion, caste or creed. Very importantly, students coming from the socio-economically marginalized groups receive special preference in keeping with the main objective of the Society's mission "To bring higher education within the reach of all those who seek it." The Society by running educational institutions aims at contributing to nation building by training hundreds of students to develop concern, compassion and informed conscience. To be employed in any of the Institutions of the Society demands the acceptance of its philosophy and commitment.

Responding to the changing needs of society, we have also set up a string of institutions to educate both boys and girls and groom them for success in life. With a rich heritage, modern infrastructure, well qualified faculty and a proactive management, Besant Group of Institutions is surging ahead with a vision to be at the forefront in the education sector.

2.0 DEFINITION

In these Service Rules and Conditions unless there is anything repugnant to or inconsistent with the context:

1. "Society" means Women's National Education Society; it is the Management of the Institutions.
2. "Governing Council" means the group of persons both ex-officio and those elected at the Annual General Body Meeting to administer the Society.
3. The 'Managing Council' governs and guides, decides and implements policies recommended or ratified by the Governing Council and administers the day -to -day functioning of the Institution. It is an officially constituted body approved by the Governing Council.



5. "President" means the president of the Society.
6. "Vice-President" means the Vice-president of the Society.
7. "Secretary" means the person nominated by the Governing Council to hold Office as Secretary of the Society.
8. "Treasurer" means the treasurer of the Society nominated by the Governing Council.
9. "Correspondent" means person nominated by the Governing Council who is empowered to take decision and having power to execute the decision taken by the Managing Council and act as a link between the Governing Council and the Institution.
10. "Head Master/Mistress" means the person appointed by the Governing Council to function as the Chief Executive officer of Besant Higher Primary School/ Besant English School/Besant National High School
 "Principal" means the person appointed by the Governing Council to function as the Chief Executive officer of Besant National Pre-University College/ Besant Evening College/Besant Women's College.
 "Director" means the person appointed by the Governing Council to function as the Chief Executive officer of MSNIM.
11. "Year" means the financial year beginning 1st April and ending 31st March and Academic year beginning 1st June and ending 31st May. However, the Academic Year may change as per the guidelines of the Government.
12. "Staff" means any person employed either temporarily or permanently including government aided in teaching, non-teaching or supportive categories in any institution under the Management.
13. "Probationary staff" means the staff appointed on probation for a period of two years or more, as considered proper by the Management.
14. "Tenure/ Ad-hoc Staff" means staff appointed on contract basis for a fixed period of time.
15. "Permanent Staff" means any person who has been given permanent appointment subject to the provisions of these Service Rules.

3.0 NAMES OF THE INSTITUTIONS

1. Besant Higher Primary School
2. Besant English School
3. Besant National High School
4. Besant National Pre-University College



- 5. Besant Women's College
- 6. Besant Evening College
- 7. Manel Srinivas Nayak Institute of Management, Bondel

4.0 OBJECTIVES

The specific objectives of the Institutions under the care of the Society are:

- a) Academic excellence
- b) Social concern
- c) Character formation and
- d) Inculcation of human values

a. Academic Excellence

Teaching in the Institutions of the Society is not confined to mere imparting of textual knowledge and completion of syllabi. The teaching staffs are expected to go beyond the academic requirements and to inculcate in students intellectual curiosity, habits of 'systematic work, critical reflection and an aptitude for research.

A compelling urge for advanced forms of study should be the natural corollary of academic excellence. The Management expects from all its employees intellectual integrity, a personal quest for knowledge and commitment to academic advancement by keeping in touch with the latest developments in one's own field of specialization. Hence research, publications, teaching and training, form part of academic work. Besides, a measure of familiarity with other fields of knowledge and culture as a part of general intellectual excellence is also expected.

b. Social Concern

Education is a tool to improve the quality of life mainly of the disadvantaged. The admission policy of the Society, therefore, is in favour of the socially and economically marginalized groups. An equally important aspect of the educational endeavour promoted by the Management is to inculcate in students a concern for society so that the students become responsible citizens of the country. Teachers are expected to be aware of the social reality and integrate the dimension of society in their teaching, learning and research. The Society desires to train students who are socially conscious and attentive to the needs of others.

c. Character Formation

Character formation is an integral part of education. Character includes behaviour, values, attitudes to life and society. All our Institutions must insist on hard work, discipline, perseverance, honesty, integrity, sensitivity to others and universal love that embraces all people cutting across barriers of language, religion and caste. To further the cause of



education, the Management expects teachers to be involved in counselling at the individual level, remedial work, personality development programmes, co-curricular and extra-curricular activities and be partners with the Management in fulfilling the institutional objectives.

d. Human Values

Our Institutions shall make a positive effort to promote universal human values through instruction imparted especially during the 'Value Education Programmes' and through the campus culture carefully articulated and promoted. Those employed in our institutions will strive to imbibe these values and put them into practice in their life and work both on the campus and outside.

5.0 ADMINISTRATION

The Governing Council of the Society administers the Institutions coming under its purview. The Governing Council is headed by the President, and comprises a Vice-President, a Secretary and a Treasurer and consists of members who are elected at the Annual General Body Meeting of the Society, from amongst the qualified members of the Society.

5.1 The Heads of the Institutions shall normally be chosen from among the qualified members of the faculty. He or she will be the Chief Executive Officer of the Institution. It shall be his/her primary duty to maintain high academic standards, maintain discipline among staff and students, inculcate in students a sense of values and concern for the social issues.

5.2 The Heads of the Institutions shall act as the link between the Management and the staff, and shall be responsible for Communicating to the staff, the guidelines and policies evolved by the Management and for ensuring their proper implementation. They shall also provide the Management with requisite information for the proper administration of the Institution. They shall be accountable to the Management in every aspect of the functioning of the Institution they head.

5.3 The Heads of the Institutions shall maintain a healthy blend of academic interest and administrative responsibility. They shall, besides organizing workshops and seminars for the faculty and staff, throw open to the teaching fraternity similar facilities at the State and National Levels. They shall maintain healthy relations with the Board of Education, the University and the Government as is applicable and adopt proactive approaches.

5.4 The Head of the Institution enjoys autonomy in what concerns the prescribed Government/ University fees charged to students where he is accountable to the Education Department. He shall maintain proper accounts as per departmental rules and regulations. As regards management of expenditure and income, he/she shall prepare a budget for



expenditure and sources of funds as per pro-forma and seek the approval of the Managing Council. The budgetary exercise is generally completed before the close of a given financial year. He shall be judicious in investing capital funds under his care/custody and optimize the revenue of the institution. He shall submit the accounts to the Management at fixed intervals and whenever called for.

6.0 APPOINTMENT

6.1 The qualifications stipulated by the concerned departments from time to time will be followed in the filling of the vacancies in the institutions under WNES.

6.2 A selection Board consisting of the Secretary, the Correspondent, the Head of the Institution and one or two subject experts shall interview the candidates for a given vacancy and select suitable candidates on the basis of merit. Government appointments shall be made as per the guidelines of the respective departments of the different institutions issued from time to time. The Correspondent of the concerned institution shall issue letters of appointment.

6.3 The appointment shall be on probation for an initial period of two years which may be extended by one more year.

6.4 At the end of the probationary period if the employee is not regularised, he/she shall be deemed to have his/her employment terminated. He/ she may, however, be employed afresh following the usual procedures.

6.5 The appointment letter shall be given to the employee only after the employee deposits all his/her original certificates with the Management. These certificates will not be returned in the middle of the academic year. They shall be returned only when the employee leaves the employment following the due process stipulated by these rules.

6.6 On appointment, an employee will be paid a consolidated salary for a period of two years or more as the case may be. After the satisfactory completion of the probationary period the salary of the employee will be fixed on a management scale, which is revised from time to time.

6.7 The Staff shall be considered Permanent only after the successful completion of the probationary period based on a thorough self-evaluation, evaluation by students, staff and the Management. The Management shall, upon assessing the evaluation reports, be the sole authority to decide whether the probation in any given case has been successfully completed or not.

6.8 The Regular/Permanent Staff shall execute an agreement in favour of the Institution, endorsing the basic philosophy of the Institution, and undertaking to observe the conditions of service and regulations enacted by the Management.



6.9 Promotion: The promotion shall be based on the qualification and requirement of the institution.

6.10 Age of Superannuation: The age of superannuation of all the staff shall be sixty years. However, the Management may reemploy such staff at its sole discretion as may be deemed fit.

7.0 TERMINATION

The service of a probationer may be terminated at any time during the probationary period, with one month's notice or one month's salary in lieu thereof. Likewise, for sufficient reasons the services of the regular/ permanent staff can be terminated at any time but with a notice of three months or three months' salary in lieu thereof. Serious reasons such as destruction of property, stealing, quarrels, criminal offences, moral turpitude, failure to observe institutional discipline etc may result in immediate suspension of service without any prior notice. However, he/she may be re-employed if the charges are disproved.

8.0 TRANSFER

The Management shall have the right to transfer or depute a person from one institution to another under the same Management, keeping intact the length of service, salary scales and service conditions.

9.0 REMUNERATION:

The scales of pay and the dearness allowances for regular/permanent staff shall be as prescribed by the Society.

9.1 A Regular/Permanent Member of the staff shall be entitled to annual increments based on satisfactory self-evaluation of his/her services, evaluation by the students, staff and a committee constituted by the Management. The increment shall be applicable on a yearly basis from the last increment if any. The Management reserves the right to withhold the increment; if it is not satisfied with the performance of the staff on the basis of the annual evaluation or for any other valid reason. The Management may, in deserving cases award more than one increment and other incentives, if the performance of the Regular/Permanent Staff is found outstanding. All increments are ordinarily given along with the salary for every completed year.

9.2 All employees of the institution are eligible to become members of the EPF scheme as per the Employee Provident Funds and Miscellaneous Provisions Act, 1952 and the scheme framed there under.

9.3 The employees of the institution if eligible will enjoy the ESI benefits as per government rules.



9.4 Gratuity is payable to the employees who have completed five years of service as per Government rules subject to satisfactory conduct during the service.

9.5 A Regular/Permanent Staff who leaves employment upon superannuation or on completion of the given tenure or resigns but is not discharged on disciplinary grounds shall be entitled to gratuity, provided his continuous service is not less than 5 completed years. Gratuity in all cases shall be calculated at 15/26 of a month's salary for every year of completed service. Salary for the purposes of this sub-section shall be deemed to be the basic salary at the time of retirement or resignation as the case may be, along with the dearness allowance only.

10.0 DUTIES AND RESPONSIBILITIES

All the staff members shall show due respect to the legitimate authorities governing the institution. They are expected to accept guidance and instructions from the Heads of the Institutions, Deans, Heads of Departments and others who hold authority over them in the discharge of their duties.

10.1 All the staff members must be present on the premises of the institution for seven hours of work every day with a minimum of forty hours a week.

10.2 All the staff members shall devote their entire time to the work of the institution, unless otherwise permitted by the Heads of the Institutions.

10.3 All staff members will devote their whole time to the duties of their employment and will not on their own account or otherwise either directly or indirectly carry-on or be involved in any trade, part-time service, business or canvassing work, without the specific written sanction of the Management.

10.4 No staff member may join a political party or directly allow him or herself to be elected or nominated as a member of a political party or a legally banned organization. No staff member can participate in any activity questioning the lawful authority of the government.

10.5 The employees shall not arrange substitutes or exchange their hours of work with those of other employees without the prior sanction of the Management. Teachers shall not Change the rooms they are assigned to teach in without the consent of the Head of the Institution.

10.6 Punctuality is demanded from all staff members. They shall report to duty at the stipulated hour and go off duty only at the hour permitted. Teachers should be punctual for their classes. They shall be present in their classrooms at the stroke of the bell and begin the classes without delay. Teachers may not dismiss the classes earlier than the close of the assigned hour. They shall not cancel any class without the permission of the Head of the Institution.

10.7 Teachers shall make themselves readily available for helping the students in their studies outside the class hours on the campus. All teachers shall deem it their duty not only to teach the matter contained in the syllabus but also endeavour to inculcate both by example and work, a value system articulated in the calendar of the institution, in keeping with the aims and objectives of the Society. This refers more particularly to an 'awareness of social justice and sensitivity to the cause of the marginalized.

10.8 No staff member is permitted to give any physical punishment to the students for any reason. Any serious offence of those under their care shall be brought to the notice of the competent authorities. The concerned staff will take sole responsibility if such offences are tried in the courts of law.

11.0 LEAVE RULES

Taking leave during the term of work should be avoided as far as possible in the interest of the institution. However, the Heads of the institutions may consider a leave application based on the situation.

11.1 Leave cannot be claimed as a right. It may be refused or once granted, revoked, depending on the exigencies of the institution. Discretion in this regard is reserved by the Head of the Institution who shall normally be the authority empowered to sanction leave.

11.2 To avoid inconvenience to the students, a staff member availing of leave shall make good the loss of teaching hours by either arranging for his/her classes with other teachers/colleagues in keeping with rule no. 10.5 above, or, on return, conducting classes in the absence of other teachers.

11.3 All leave shall be computed with reference to the calendar year. Casual leave of 15 days may be granted to all full-time employees in a calendar year. In addition, the special permissible cases of taking leave are:

1. Maternity leave of 180 days (up to two children) for regular/permanent staff.
2. During the probationary period Maternity leave of 180 days shall be granted with half pay.
3. The vacation staff shall have 10 days of earned leave and non-vacation staff shall have 30 days of earned leave per year, credited every once in six months, which can be accumulated up to a maximum 300 days. For service less than six months proportionate earned leave shall be credited. This earned leave maybe surrendered for encashment, which may be allowed at the discretion of the Management, keeping a balance of a minimum of 60 days.

If a vacation staff member is denied full vacation during a particular year in the interest of the institution, the earned leave will be admissible at the rate of 20 days for the year in which he/she is denied vacation.



4. When a staff member is invited as a resource person, the head of the institution may grant special casual leave not exceeding 5 days in an academic year.

5. Casual leave can be availed of for a maximum of 7 days at a time. However, when Sundays/ holidays appear between the total number of leave should not exceed 10 continuous days. Casual leave cannot be combined with any other leave. If any employee who is on casual leave extends the leave by applying other kinds of leave then the entire period of absence shall be treated as other kinds of leave.

6. Study leave: The grant of study leave to the permanent aided staff will be as per Karnataka Civil Services Rules. In the case of management staff it is at the sole discretion of the Management. The employee will have lien on the position in which he/she is serving. Additional increments may be allowed at the discretion of the managing council.

11.4 Salary for the day/s of unauthorized leave shall be deducted from the monthly pay, unless satisfactory reasons are provided by the staff. Any salary paid during the period of absence shall be recoverable.

11.5 Absence without prior intimation shall be construed as misconduct unless it is satisfactorily established that circumstances beyond one's control occasioned the lapse.

11.6 When with the permission of the Head of the Institution a staff member is absent due to "other duty or duties", he/she should make suitable so that, as far as possible that neither work nor discipline suffers.

11.7 Except in case of sudden illness prior permission should be obtained from the Head of the Institution and arrangements should be made before the classes begin. But furnishing information after the time for the commencement of classes shall be considered seriously except in extraordinary circumstances.

11.8 The staff engaged in teaching in Schools and Colleges have vacation holidays such as mid-term and summer. The Head of the Institution, however, may ask for the services of any of the staff during vacation; and the staff members are expected to comply with such requests. The staff members shall also inform the Head of the Institution while going out of station during vacations.

11.9 The staff members are not eligible for the loss of pay leave for any reason. Under extraordinary circumstances Management may grant loss of pay leave provided the application is in order and is submitted through proper channel.

11.10 The Staff wishing to go for higher studies while in service may do so provided that-

a) They should have completed five years in service in the institution including the time of probation.



- b) They apply for it providing all the relevant documents to the Management with a minimum of three months of advance notice.
- c) They find a substitute for themselves agreeable to the Management.
- d) They receive from the Management monthly salary equal to their current salary for one year only subject to availability of funds with the Management.
- e) They sign a bond agreement with the Management promising to resume work under the Management for the minimum of five years after completing their studies, failing which they will reimburse the entire salary with interest paid during the leave period.
- f) The final decision rests with the Management depending on the overall situation.

12.0 CODE OF CONDUCT

No staff member shall approach higher authorities of the Education Department or of the Government in connection with any matter connected with the institution without the prior written consent of the Management.

12.1 Every staff member shall attend the institution dressed in a manner according to his/her profession and deemed appropriate by the Management. Management may if they judge it necessary, prescribe uniform to the staff.

12.2 All teachers shall devote themselves to develop and improve their academic and professional competence by using all opportunities to attend and participate in academic programmes such as seminars, orientation courses and in-service programmes. Whenever such programmes are arranged on the campus and relevant notice is given, participation in the same shall be obligatory to all the staff members.

12.3 Yearly or twice a year evaluation of the performance of teachers in teaching, research, publication and participation in training programmes will be done for increments, promotions and other decisions regarding tenure, extension or termination of contract, probation etc.

12.4 The workload of teachers shall be as prescribed by the University/Government from time to time. However, the Management may, depending on the kind of projects they are asked to handle, make adjustments in the workload of staff members.

12.5 In addition to the duties of teaching and allied activities every teacher shall strive to make him/her useful to the student community and the Management of the Institution by organizing useful and relevant honours programmes and extra-curricular activities. They shall also be required to do examination work as part of normal duty.

12.6 All staff members shall cooperate in maintaining discipline and good habits among students. No teacher shall discriminate against students on political, religious, caste and community grounds or for any other reasons and shall not incite students against other



students or other teachers, colleagues or the Management. A teacher shall not be partial in assessment of students and shall ensure that the evaluation of students reflects their merits. He/she shall not indulge in victimization of students or colleagues.

12.7 A staff member will have freedom of academic thought and expression within the frame work of the Constitution of India. He/she should not use the institutional facilities or forum such as the classroom, library or laboratory, seminar and symposia etc to propagate any ideas or beliefs contrary to what the Management holds or stands for or to encourage students to align themselves with any political parties, ideological groups, religious denominations or such other bodies, particularly those militating against the Constitutional values of Democracy and secularism.

12.8 The staff member shall take greater care in the use and handling of equipment and tools as well as all facilities, study materials and such other objects placed at their disposal for the purpose of work, recreation and general welfare. If it is found that damage or loss has been caused to the institution by any act on the part of the staff or by wilful neglect or default, such damage or loss shall be liable to be made good by the concerned staff.

12.9 The Staff shall not refuse to carry out the decisions taken by appropriate administrative and governing bodies of the Institution and shall not disrupt functions or activities sponsored or authorized by the institution.

12.10 The staff shall not engage in any act prejudicial to the interest of the Management or the institution.

12.11 The staff members are not permitted to join any association that may prove an obstacle to their profession.

12.12 Besides all conditions as stated in the Rule 29 of the Karnataka Education Act Rules of Private Educational Institutions shall prevail.

13. DISCIPLINARY ACTION

A staff member is liable to be suspended or removed from service, reduced rank, have his/her service terminated as the Management may deem fit, on one or more of the following grounds-

- a. Misconduct
- b. Moral turpitude
- c. Persistent neglect of duty.
- d. Physical or mental unfitness
- e. Incompetence
- f. Participation in unauthorised coaching classes directly or indirectly.

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- g. Any other activity objectionable in the opinion of the Management.
- h. Any serious violation of service rules.

13.1 Misconduct is defined to include among other things, the following;

- a. Insubordination
- b. An act prejudicial to the proper administration of the institution.
- c. Indulging in activities likely to cause communal or sectional disharmony and promote anti-secular feelings amongst the students and employees and disaffection among any section of society.
- d. Accepting, soliciting or seeking any outside employment, stipendiary or honorary, tuition or office, and/or engaging in any trade or business and applying for any post or scholarship without the prior written permission of the Management.
- e. Breach of the terms and conditions of service prescribed by the Management.
- f. Being found in a state of intoxication or drug abuse.
- g. Violation of the code of conduct.
- h. Use of abusive language against the Management or anyone connected with the institution orally or in writing.
- i. Even engaging in such activities outside duty hours which cause public scandal or is considered as unethical or being disrepute to the person or to the institution.

13.2 The term of regular/ permanent staff members may not be extended and their services may be terminated for any of the following reasons:

- a. Dereliction of duties.
- b. Not engaging the allotted classes or not completing the prescribed syllabus.
- c. Being absent from duty without prior intimation
- d. Negligence of academic and curricular duty assigned by the Head of the Institution consistent with the regulations and rules of the Institution.
- e. Non discharge of duties in relation to examination work assigned.
- f. Failure to keep up-to-date in academics and keep one's knowledge abreast in spite of repeated instructions.
- g. Failure to complete teaching of the prescribed syllabus within the stipulated period.
- h. Such other deficiencies in teaching or work as would lead to failure in imparting instructions to students or be detrimental to the smooth functioning of the institution.

13.3 The following are some of the penalties that may be imposed for misconduct:

- a. Reprimand, warning or condemn.
- b. Fine



- c. Withholding of increment or promotion.
- d. Recovery from pay or from such other amount that may be due to the employee, the whole or part of any pecuniary loss caused by the institution by negligence or breach of trust.
- e. Reduction to a post in lower pay scale or to a lower stage of increment.
- f. Compulsory retirement.
- g. Dismissal from service.

13.4 The power to impose penalties on the staff will rest with the Management.

13.5 Penalties may be imposed for offences or lapses or negligence of duty, insubordination, disobedience of orders of superiors and such other offences as may be decided by the Head of the Institution. Whenever a regular/ permanent employee is found guilty of the commission of such offences or lapses he/she may be dealt with in such a manner as the Head of the Institution shall deem fit in accordance with the rules. However, finally imposing any punishment as contemplated, the employee concerned shall be given in writing a fair opportunity to explain why he/ she should not, for good and sufficient reasons, be punished for the lapses, omissions, etc. on his/her part. The quantum of punishment shall finally be decided in the light of explanation given by the defaulter.

13.6 The procedure for imposing major penalties involves suspension appointment of an enquiry commission and action on enquiry commission's report.

13.7 If an employee is convicted for criminal offence in a court of law, he/she shall forthwith be dismissed or removed from the service of the Institution without delay and without the requirement of following the procedure laid down. An employee shall be placed under suspension as soon as criminal proceedings are launched against him/her in any court of law or tribunal, judicial or quasi-judicial.

13.8 In case a staff member is tried for a criminal offence but is acquitted by a court of law by giving him/her the benefit of the doubt as a result of some technical flaw, it shall be open to the Management to proceed against him/her, if there is reason to believe that he/she is guilty of moral turpitude although from the legal and strictly technical point of view the evidence may not be sufficient to prove his/her offence in the court.

14.0 SUPERANNUATION

14.1 Every regular/permanent staff member shall retire from service on completion of 60 years of age, or at the end of that academic year if the Management so decides in a particular case. The superannuated staff may be reemployed as special staff for 10 months at a time thereafter, at a consolidated honorarium, and subject to specific contracts.



14.2 The Management may decide not to extend the tenure of an employee, after due enquiry, is found to be inefficient, undisciplined or in any way liable to bring down the reputation of the Institution.

15.0 MISCELLANEOUS

All staff members shall faithfully observe these Service Rules and Conditions and as modified from time to time and abide by the decisions of the Management.

15.1 Nothing in these Service Rules and Conditions shall preclude the Management from making additional Rules as may be deemed necessary. The Management reserves its rights is to take decisions in these rules.

16.0 CONCLUSION

These rules and regulations are meant for the smooth functioning of the institution and to safeguard the legitimate rights of the employees, the students, the Management and all stake holders. However, what is more important is the spirit behind these rules and every effort is to be made by all concerned to function according to the spirit.

