

Sunbeam College for Women
Bhagwanpur, Lanka, Varanasi

Rule Book for Students

Vol. I/2015

Sr. No.	Contents	Page
1	Preamble	2
2	Vision	3
3	Mission	3
4	General Rules	4
5	Library Rules	5
6	Fee Rules	5
7	Bus Rules	5
8	Rules for Uniform	6
9	Rules for formation of Students Council & its function	7

Page 1 of 8

Shrinasti



PREAMBLE

We, the people of India,
having solemnly resolved to constitute India into a

Soverign socialist secular democratic Republic
and to secure to all its citizens:

Justice, in social, economic and political;

Liberty of thought, expression, belief, faith and worship;

Equality of status and of opportunity; and to promote among them
all;

Fraternity assuring the dignity of the individual and the unity and
integrity of the nation.

• • •

Page 2 of 8

Shrinata

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



VISION

Sunbeam College envisions to develop culturally rooted, globally oriented, self-reliant women committed to achieve excellence through duty, devotion & discipline.

MISSION

- ❖ To reinforce duty, devotion towards the society and the Nation, thereafter keeping with the essence of discipline in one's life.
- ❖ To make students sensitive about social concerns, human rights and thus help them being an em-conscious individual.
- ❖ To educate the women of tomorrow, through teaching learning exchange programs, researches and extension activities.
- ❖ To pursue student-centric learning for self- development & skill development.
- ❖ To equip and empower students with relevant knowledge, competence, value and creativity to face global challenges.
- ❖ To facilitate young women to come up with leadership, self-pride and identity in order to become the change makers of the society.
- ❖ To inculcate skills and practices that help students become culturally rooted, globally oriented & self-reliant.



Page 3 of 8

Shrinati

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



1. GENERAL RULES

- 1.1 It is compulsory to speak in English in the campus.
- 1.2 75% Attendance in the college is mandatory as per University rules.
- 1.3 Mobile phones should imperatively be switched off during college hours.
- 1.4 It is compulsory to wear the college uniform from Monday to Saturday.
- 1.5 Do not carry any valuables; the college shall not be responsible for their loss.
- 1.6 No student is allowed to leave the campus during college hours, unless written permission is sought from the Principal/Administrator.
- 1.7 Do not misuse/mishandle college property. Strict action will be taken in case of default(s).
- 1.8 All outstanding dues should be cleared within stipulated time.
- 1.9 Turn the cell phone off completely during a luncheon meeting, social function or on public transportation.
- 1.10 Keep to the left-on the side walk, in staircase.
- 1.11 Say 'please' and 'thank you'-to waiters, flight attendants, store clerks and cab drivers etc., as and when required, these little things go a long way.
- 1.12 It is gracious to say 'yes please' for formal acceptance and 'No thank you' for formal denial.
- 1.13 Circulate at a party or social gathering-whether hostess or guests, the people, not the food or drink, should be your main focus.
- 1.14 Keep food or drink, briefcases or files in your left hand-Keep your right hand free for handshakes.
- 1.15 Stamp and address thank you notes in advance -when you know they will be needed, then fill them out and drop them in the mail after attending an event of receiving a gift or favour.
- 1.16 Make eye contact and offer a warm smile -in every situation, these sets people at ease.
- 1.17 Be perceptive -survey a situation and always use your best judgment.
- 1.18 Govern yourself and be gentle and patient.
- 1.19 Remember that as valuable as the gift of speech is, silence is often more valuable.
- 1.20 Speak with a gentle tone of voice.
- 1.21 Give applause liberally to others, but only by the clapping of hands and never the stamping or kicking of foot.
- 1.22 Rise to ones feet out of respect for an older person or dignitary.

Page 4 of 8

Winnah

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



2. LIBRARY RULES

- 2.1 Silence should strictly be maintained in library.
- 2.2 Two books are issued on one library card at a time for a period of 7 days.
- 2.3 Books returned after due date will be charged Rs. 1/- per day as fine.
- 2.4 No book in damaged condition will be accepted back. If found, the same will have to be replaced by the borrower.
- 2.5 Students caught tearing the pages, stealing library books/magazines will be debarred from using library facilities.
- 2.6 If any book is lost, double the amount of actual price will be charged or else the book should be replaced with a new edition.
- 2.7 Use of Mobile phone is strictly prohibited in library.
- 2.8 The librarian reserves the right to recall any book from any library member at any time.

3. FEE RULES

- 3.1 1st installment 31st August & for 2nd installment 31st January (For B.Com. & B.Sc.), 31st March (For BCA).
- 3.2 Late fee fine of Rs. 300 per month after last date. A reprocessing charge of Rs. 1,000 will be payable in case of default exceeding three months.
**Provisional Admission fee: Rs.7,000/- (Non Refundable)*

4. BUS RULES

- 4.1 No student will be allowed to travel by college bus without bus Identity Card.
- 4.2 Bus will not wait for any student, they are expected to arrive at least five minutes before the arrival time of the bus at the designated stop.
- 4.3 Bus should be approached when it comes to a halt and students are expected to occupy seats immediately without leaning out, peeping out or standing on the footboard.
- 4.4 When the bus is in motion, students are not expected to shout to divert the attention of the driver or to cause any damage to buses due to negligence or vandalism.
- 4.5 If found doing so they will be debarred from travelling by the college buses.

Page 5 of 8

W. Minash

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



- 4.6 No diversion, extension will be entertained on existing routes regarding designated stops.
- 4.7 The teachers boarding the bus and student bus representatives will be responsible for maintaining discipline in the bus.
- 4.8 List of students and stops will be available in the respective buses.
- 4.9 The teachers/representative must occupy the rear seats reserved for them, for better monitoring of students.
- 4.10 Although the college takes full security measures, yet it will not be liable to compensate in case of a mishap.

5. RULES FOR COLLEGE UNIFORM

The uniform should be worn on prescribed days and on all special days (examination days - Practical and theory). Students will be allowed to enter the college campus only if they are in proper uniform along with respective identity card.

5.1 SUMMER UNIFORM

Soft Pink Three Quarter Sleeves Shirt with Black Trouser or Soft Pink Kurta knee length with Black Trouser or Black Salwar, Scarf and Black/Skin coloured socks and Black Shoes on **Monday, Tuesday, Thursday and Friday**. T-shirt, Jeans and sports shoes on **Wednesday and Saturday**

5.2 WINTER UNIFORM

Soft Pink Full Sleeve Shirt with Black Trouser or Soft Pink Kurta knee length with Black Trouser or Black Salwar and Black Shoes. Waist-coat from Oct. to Nov., Black Coat from Dec. to Mar., Scarf & Black/Skin coloured socks.

** Students are not allowed to wear sleeveless Shirts & Capris.*



Uminata
PRINCIPAL
Sunbeam College for Women
Bhagwanpur Varanasi



6. RULES FOR FORMATION OF STUDENTS' COUNCIL AND IT'S FUNCTIONS

Sunbeam College for Women, Bhagwanpur envisions to develop and reinforce the custom of being dutiful, devoted towards the society and the Nation and thereafter keeping the essence of discipline in one's life. To ensure the same, the College has an active Students' Council consisting of student members under the able guidance of various mentors who are selected through the process of nomination and rigorous interview. The constitution of students' council comprises of College Head Girl and Vice Head Girl followed by three House Captains and Vice Captains viz. Annie Besant House, Sarojini House and Indira House, representing different departments of the College (Commerce, Computer Applications and Science respectively). The students' council also consists of In-charges, Vice-in-charges and Prefects from 3rd year, 2nd year and 1st year respectively for twelve identified sub-councils each i.e. Sports, Discipline, Assembly, Academics, Editorial, Creativity, Social-Work, Cultural, Civic, Training and Placement, Cyber Squad and Alumni.

The students register their names for nomination by filling the nomination forms followed by interview process for all the categories conducted by sub-council heads. The college also organizes an official investiture ceremony each year in which the selected council members are felicitated by the Chairman, Director and Board of Members of the Sunbeam Group of Institutions. The Student's council is monitored by the faculty in-charges who facilitate the council members and are also responsible for smooth conduct of the various tasks and events.

The Students' Council of every academic session follows a set of visionary goals affirmed by the students, faculty members and Sunbeam Board Members towards the holistic development of a student and of the College.

The Council's Vision

1. To practice inclusivity in thought and action.
2. To enable empowerment through self-improvement.
3. To foster eco-consciousness through planned activism.
4. To fulfill social responsibilities through community outreach programs.
5. To promote self-reliance through self-defense training.

And, thus taking a step ahead from being a 'woman by chance' to a 'woman of substance'.

The various sub-councils also focus and work on achieving specific objectives which are mentioned as below:

Council Categories	Council Sub-Objectives
Academic	To improve the knowledge and skills of campus students through innovative learning methods.

Page 7 of 8

Shrinash

PRINCIPAL

Sunbeam College for Women
Bhagwanpur, Varanasi



Editorial	To promote original thinking and facilitate exchange of ideas among students through providing them opportunity for self-expression in written form and also to cultivate literary taste and study habits among students.
Civic	To develop among students, understanding and judgment about public issues and contribute to guided and informed decisions and actions through deliberation, public talks and dialogues.
Social	To create a community spirit among the students through a wide variety of outreach and societal development programs.
Sports	Encourage and promote active participation by college youth in fun and healthy physical activities according to their interests and abilities and also develop positive attributes including healthier lifestyles, self-esteem, fair play and good citizenship.
Assembly	To organize and conduct daily college gatherings themed upon different agendas and issues and inculcating mass management skills among students.
Discipline	Maintenance of peace and harmony among campus community in general and student community in particular. To look into prevention of ragging in the campus. To recommend and follow a series of best practices for all aspects of college disciplinary system.
Creativity	Encouraging innovative and creative skills of the college students.
Cultural	To bring out and nourish various talents of the students by providing platform, motivation and support to the budding artists.
Training and Placement	To familiarise students about the importance of training and Industry interactions.
Cyber Squad	To create awareness about massive digital transformations, ICT tools and digital network platforms.
Alumni	To create a network of Alumni Association and their Alma Mater

The students' council plays a dominant role in many activities related to college such as:

- Organization and management of various co-curricular and extra-curricular activities.
- Participation in various social outreach programs and extension activities.
- Conduction of any official students' gathering and regular morning assemblies.
- To follow and maintain best practices for college disciplinary system.
- Volunteer and work towards creating awareness regarding various global and social issues among the students.



Sunbeam Group of Educational Institutions, Varanasi



Sunbeam College for Women, Bhagwanpur, Varanasi

(Estd. 2000)

Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi

Employees Service Rules & Contract of Service

Name _____

Designation _____

Contact Number _____



I _____ have read the Sunbeam Employees Service Rules & Contract of Service and accept all rules, regulations, employment terms and conditions as mentioned in this booklet.

Received and accepted on (date) by

(Name of Employee)

Signature of Employee

Shinahi

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





**Sunbeam College for Women,
Bhagwanpur, Varanasi**

Service Rules for Employees

1. Short Title

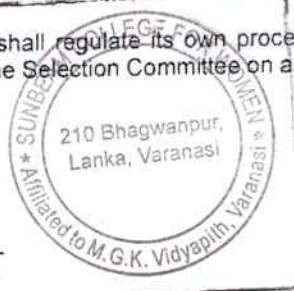
1. These rules shall be called the Sunbeam Employees Service Rules.
2. Service Contract will be entered with each employee as per these service rules and these will be binding on all the employees of Sunbeam College.

2. Appointment

1. All appointments to all categories of employees except Group D employees (all such employees who are called the support staff viz, drivers, conductors, helpers, carpenters, gardeners, sweepers, peons etc) shall be made by the Managing Committee either by direct recruitment or by promotion through a Selection Committee constituted by the College Society and in accordance with and upon such condition as the Managing Committee may decide, which shall be consistent with the norms of the Board/Government if statutory provision exists. Appointment of Group D employees will be made by the Principal/Appointing Authority.
2. **The Selection Committee shall include:**
 - a) In the case of recruitment of the head of the college:
 - (i) the President of the Society.
 - (ii) the Chairman of the Managing Committee
 - (iii) an educationist, nominated by the managing committee/Appointing Authority and
 - (iv) a person having experience of administration of college nominated by the managing committee/Appointing Authority
 - b) In the case of recruitment of teachers and librarians:
 - (i) the Chairman of the Managing Committee
 - (ii) the head of the college;
 - (iii) an educationist, nominated by the Managing Committee/Appointing Authority and
 - (iv) 2 subject experts nominated by University for approval.
 - c) In the case of recruitment of clerical staff/Lab. Asstt:
 - (i) the Chairman of the managing committee or any member of the managing committee nominated by the Chairman.
 - (ii) the head of the college.
 - (iii) Manager/Correspondent of the college.
 - (iv) Appointing Authority nominated by the Head of the college.
 - d) In case of recruitment of Group D staff:
 - (i) the head of the institution
 - (ii) a nominee of the college managing committee.
 - (iii) Appointing Authority nominated by the head of the college.
3. The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the society running the college.

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)



W. Minatai
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





4. Appointment of every employee except that of Group D to be made by its Managing Committee/ Appointing Authority.
5. Where any selection made by the Selection Committee is not acceptable to the managing committee of the college, the managing committee shall record its reason for such non-acceptance and refer the matter to the society running the college & the society shall decide the same.
6. Employees shall be appointed as subjected to the provisions of this agreement and they shall have to comply with all the requirements of the provisions contained herein.
7. It is mandatory for each employee to possess basic knowledge of computer.

3. Medical Certificate and Character Certificate etc.

1. Every employee shall be required to produce the following certificates on appointment.
 - (a) Medical certificate of fitness from a hospital established or maintained by the Government or local authority.
 - (b) Two certificates from educationists or any other respectable members of society, not related to the candidate, certifying the character and conduct to the satisfaction of the college authorities.
 - (c) Original degree/diploma certificates along with certificate(s) of experience, if any with attested photocopies thereof. Original Certificates will be returned after verification.

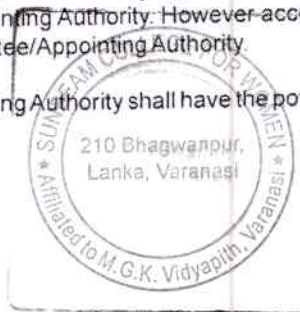
4. Probation

1. Except in the case of a purely temporary vacancy or leave vacancy for a specific post of temporary nature, every employee shall, on initial appointment, will be on probation from the date of his/her joining. The period of probation may be extended by the Managing Committee/Appointing Authority not exceeding one year at a time. Services of an employee, on probation, may be terminated by the Managing Committee /Appointing Authority without assigning any reason(s) with immediate effect/by giving one month's/three months' notice in writing or one month's / three months' salary including all allowances.
2. If an employee desires to be relieved during the first year of probation, it will be necessary for him/her to give 30 working days' notice in writing or one month's present salary, in the second year of probation 60 working days' notice or two months of present salary and in the third year onwards probation 90 working days' notice or three months present salary it includes all allowances unless and otherwise the Managing Committee/Appointing Authority permits relaxation under special circumstances.
3. The institution shall retain one month salary of employees during first year of probation, two months' salary (minus the amount deposited with college already) during second year of probation and three months' salary (minus the amount deposited with the college already) during the third year of probation and the deduction shall take effect from the date of joining. The retained money will be adjusted in settling dues from the employee at the time of retirement/leaving of service. If any part of it is to be refunded to the payee, the same will be done without any interest.

6. Termination of Service

1. If any employee at any time during probation intends to resign he/she shall give 30/60/90 working days' (as the case may be) notice in writing or 30/60/90 days' present salary including all allowances, in lieu thereof, to the Managing Committee/ Appointing Authority. However acceptance of salary in lieu of notice is at the discretion of the Managing Committee/Appointing Authority.
2. The Managing Committee/Appointing Authority shall have the power to relax the period of notice/ payment of salary in special circumstances.

Signature of Employee
(Party No 1)



Shrinati

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi

Appointing Authority





3. The employee should submit his/her resignation letter/notice to the same effect before 30 working days during the first year of probation, 60 working days during second year of probation and 90 working days in third year onwards.
Summer/Winter/Dussehra/Deepawali vacations will not fall within the notice period.

7. Retirement

1. Every employee shall retire from service on attaining the age of superannuation as per corresponding Categories of employees of aided/unaided colleges of the State/UT concerned.
2. The Managing Committee may grant extension as per rules of State/UT if the employee has no mental or Physical disabilities and his/her services are beneficial to the Institution.
3. The University shall be informed of such extension by the CMC.

8. Working Days and Working Hours

1. The working days and holidays will be as per State Government, Universities / Sunbeam Rules.
2. The working hours will be such as may be specified from time to time by the Administrator/Principal. Normally the working hours will conform as per the University / Sunbeam Rules.
3. Working hours may be different for teaching and non-teaching staff as may be specified by the Administrator/Principal.
4. As and when required an employee may be assigned any special duty even if it is to be done beyond the Normal working hours or on holidays in the interest of the college.
5. An employee is also required to conduct and organize co-curricular programs and perform other duties even beyond the normal working hours.

9. Number of Teaching Periods

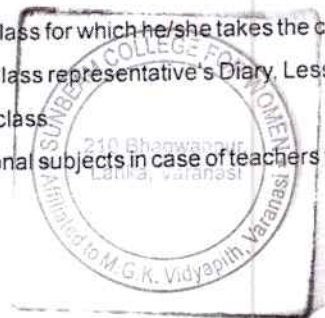
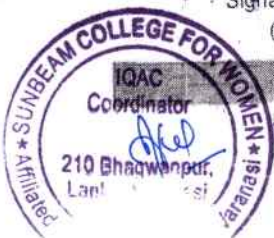
1. Normally a teacher should be engaged as a whole-time employee except in special cases because of the nature of a subject where the work load does not justify a whole time teacher.

10. Maintenance of Record by the Teachers

1. A teacher is expected to maintain the following documents and also any other record as may be specified from time to time:
 - (a) Attendance Register of the class for which he/she takes the class.
 - (b) Individual Teacher's Diary, Class representative's Diary, Lesson Plans.
 - (c) Cumulative result of his/her class.
 - (d) Attendance Register of optional subjects in case of teachers teaching such optional subjects.

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)



Wimash

Principal
Sunbeam College for Women
Bhagwanpur, Varanasi





11. Attendance of Employees

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

12. Contributory Provident Fund-Pension Scheme and Retirement Benefit Scheme

1. Employees except those employed in temporary vacancies and on part-time service, will be required to become members of the Contributory Provident Fund Scheme as required under the employees Provident Fund and Miscellaneous Provisions Act, 1952 subject to fulfilment of the conditions or shall be eligible for pension and gratuity.
2. Those eligible for pension shall contribute to GPF as per Government Rules.
3. All staff members will be entitled to retirement benefit under the Retirement Benefit Scheme (subject to changes by Sunbeam management) on retirement from the Sunbeam Group of Educational Institutions. The employee will retire from service on attaining the age of 60 years as per the present norms. The Management may extend the service of the employee

13. Representations

1. Representation to the Managing Committee, Chairman of the Society or Manager may be made only through Administrator/Principal in case of teachers/other employees.
2. The Administrator/Principal may submit his/her representation to Managing Committee/Chairman of the Society through his next higher up-Manager/Correspondent of the College.

14. Permission to add Qualification

1. No staff member shall apply elsewhere for adding qualification without availing written consent from the Managing Committee/Appointing Authority.

15. Application for Employment Elsewhere

1. You shall not apply or appear for interview etc. for any job outside the college without the prior written permission of the Administrator/Principal / authorised officer of the college and / or if you have already applied before joining the college it will be your duty to inform the Administrator/Principal / appointing authority at the time of appointment and seek his/her written permission, if you are required to appear for interview later on, and in both cases fail to do so, makes you liable to be terminated with immediate effect and forfeit your security amount.

16. Private and other Tuitions

1. No faculty member shall undertake private or any other tuition.
2. Group Tuitions in the college shall not be allowed.

17. Rules for Leave

1. Every employee shall be entitled to such leave as per Sunbeam Rules.
2. Encashment / accumulation of leave shall also be allowed as per Sunbeam Rules.

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)



Shrinata
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



3. The employee will be given 14 days casual leave in an academic year and one casual leave per month, if joined mid-session.
4. Medical leave of 10 days/Annum will be allowed to Teachers and Admins, in cases of Chronic medical issues subject to verification against appropriate supporting documents and medical certificate. Teachers and Admins will be eligible for Medical Leave only if they are not covered with E.S.I. (Employees' State Insurance). These Medical Leaves will be considered only after 14 CLs of that particular staff member has lapsed. However, calculation of all medical and casual leave will be done only at the end of the academic year. Sanction of Medical Leaves is under the discretion of management only.
5. The employee will be entitled to CPF (Contributory Provident Fund) only if salary is within prescribed PF deduction limit.
6. Maternity Leave of 3 months will be given to married women, of which 1 month's salary will be paid in case of confirmed staff. However non-confirmed staff avail the above leave as "Leave without pay" as per management's discretion. In case the teacher comes under ESI scheme she will not be entitled to salary reimbursement and her leave will be "leave without pay".
7. The employee will be given off for summer break but not entitled for summer vacation pay during the first year of your appointment (if joining shall be on or after 01st Nov)
8. From the second year onwards, the employees will be entitled for summer vacation pay.
9. The employee will have to pay one month's salary during probation and one more month's salary after confirmation at one go or in instalments as security. In case of instalments, the number of instalments will be decided by the Principal. Also with each increment in salary, the employee will have to pay the difference of increment of salary to their security deposit so that at any point of time their security will be equivalent to your present salary.
10. the employee will get the privilege of gratuity under the **Sunbeam Gratuity Rules** (subject to changes by Sunbeam management) on retirement from Sunbeam Group of Educational Institutions. The employee will retire from service on attaining the age of 60 years as per the present norms.
11. The services of employee can be transferred to any branch or sister concern run by the sunbeam school society.
13. If the employee reports late to college, he/she will be marked "Late" and quarter day's pay/leave will be taken off.

18. Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on exigencies of the institution and shall be at the discretion of the Administrative Head/Appointing Authority.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reasons should reach the Administrator/Principal on the day of absence. When a phone message is sent, it should be confirmed in writing on the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.

Signature of Employee
(Party No. 1)

[Redacted Signature Area]

Appointing Authority
(Party No. 2)



[Small rectangular stamp]

Note: An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave for further leave, or has been absent from the college without leave for ten college days, the employee may be deemed to have deserted his post.



W. Minah
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



19. Code of Conduct for Employees

1. Every employee shall be governed by the Code of Conduct of Sunbeam group. The following acts shall constitute breach of Code of Conduct:
- (i) Habitual late coming and negligence of duty.
 - (ii) Use of abusive language, quarrelsome and riotous behaviour.
 - (iii) Insubordination and defiance of lawful order.
 - (iv) Disrespectful behaviour and rumour mongering.
 - (v) Making false accusations or assault either provoked or otherwise.
 - (vi) Use of liquor or narcotics in the college premises/campus.
 - (vii) Embezzlement of funds or misappropriation of college property or theft or fraud.
 - (viii) Mutilation/destruction of college records and property.
 - (ix) Conviction by a court of law for criminal offence.
 - (x) Possession of weapons, explosives, and other objectionable materials in the college premises.
 - (xi) Indulging in or encouraging any form of malpractice connected with examination or other college activities.
 - (xii) Divulging confidential matters relating to college.
 - (xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the college authorities.
 - (xiv) Carrying on personal monetary transactions among themselves, with the students and/or with the parents.
 - (xv) Taking active part in politics.
 - (xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
 - (xvii) Making sustained neglect in correcting class work or home work.
 - (xviii) Taking private tuitions without permission of college authorities.
 - (xix) Organising or attending any meeting during college hours except when he/she is required or permitted by the Head of the college to do so.
 - (xx) Absenting from work even though present in the college premises or absent without leave.

Shrinika

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





- (xxi) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself/herself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
- (xxii) Un-authorized using of mobile phones during college hours in the college premises.
- (xxiii) Arranging outings and picnics without the prior permission of the Administrator/Principal.
- (xxiv) For enhancing the learning and personal growth, the employee will have to travel along with college teams/for seminars/visits/competitions etc. When travelling along with students, the employee also have to take care of the students (24*7). Such travel will add value to your knowledge and also help them to be in sync with changes happening all around in the academic domain. The employee's travel with students will be at the discretion of management only.
- (xxv) The employee will have to take additional direct teaching/remedial classes for Day Scholars/Boarders beyond the college hours, in case the management wants them to do so at an additional payment.
2. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the young students. The teacher shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him/her by the Head of the college. He/she shall abide by the rules and regulations of the college and carry out the lawful orders and also show due respect to the constituted authorities.
3. The following shall not be deemed as a breach of the Code of Conduct.
- to appear at an examination to improve his/her qualifications with the permission of the employer.
 - to become, or to continue to be a member of any religious, literary, scientific or professional organisation or Co-operative society.
 - to organize or attend any meeting outside the college hours subject to the condition that such meeting is held outside the college premises.
 - to make any representation to the management for the redressal of any bona fide grievance, subject to the condition that such representation is not made in rude or indecorous language.

20. Service Books and Confidential Rolls

- Service book containing factual record of the employee, salary scale, increments, promotions, leave record, any disciplinary action or reward etc., shall be maintained for each employee on the form prescribed by the Education Directorate of the State/UT concerned. The signature of the employee shall be obtained for entries in the service book. Service book should be duly attested by the Head of the college in the case of employees and by the person authorised/the Manager/Secretary/Correspondent in the case of Head of the Institution.
- Annual Confidential Roll (ACR) shall be maintained by the college for every employee including the Head of the Institution. The confidential roll will contain assessment of work of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the Head of the Institution and for the head of the Institution by the Manager/Secretary/Correspondent.
- Confidential rolls should be maintained in the form prescribed by the Education Department of the State/U.T. concerned and should be kept confidential. Any adverse entry in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The representation will be considered by the next higher authority and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the ACR.



Uminar
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



4. Personal files shall be maintained by the college for each employee. The original certificate/degrees shall be returned to the employees after verification and photostat copies kept in the personal files. College Authorities should not keep the original certificate with them.

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)



Shrinati

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





21. Disciplinary Procedure

Suspension

1. The Managing Committee/Principal may place an employee under suspension where:
 - (a) disciplinary proceedings against him/her are contemplated or pending;
Or
 - (b) a case against him/her in respect of any criminal offence is under investigation or trial;
Or
 - (c) he/she is charged with embezzlement;
Or
 - (d) he/she is charged with cruelty/physical punishment or mental harassment towards any student or any employee of the college;
Or
 - (e) he/she charged with misbehaviour towards any parents, guardian, student, or employee of the college;
Or
 - (f) he/she is charged with a breach of any other Code of Conduct.
2. No order for suspension shall remain in force for more than six months unless the Committee, for reasons to be recorded by it in writing, directs the continuation of the suspension beyond the period of six months.
3. Where the Administrator/Principal intends to suspend any of the employee, such intention shall be communicated to the Chairman of the Society/College Managing Committee and no such suspension shall be made except with the prior approval of the Chairman of the society Provided that the Principal may suspend an employee with immediate effect and without the prior approval of the Chairman of the society if he/she is satisfied that such immediate suspension is necessary by reason of the gross misconduct, within the meaning of the Code of Conduct or involves moral turpitude. Provided further no such immediate suspension or the suspension made with the approval of the Chairman of the Society shall remain in force for more than a period of fifteen days from the date of suspension unless it has been communicated to the committee and approved by it before the expiry of the said period Where the intention to suspend, or the immediate suspension of an employee is communicated to the committee, it may, if it is satisfied that there are adequate and reasonable grounds for such suspension, accord its approval to such suspension.
4. An employee shall be deemed to have been placed under suspension by an order of the College Managing Committee:
 - (a) with effect from the date of the detention, if he/she is detained in custody for a period exceeding forty-eight hours on a charge of an offence which in the opinion of the Committee involves moral turpitude;
 - (b) with effect from the date of his/her conviction, if in the event of a conviction for an offence involving, in the opinion of the Committee, moral turpitude, he/she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent on such conviction.

Explanation: The period of forty eight hours referred to in this rule shall be computed from the commencement of detention or conviction, as the case may be, and for this purpose intermittent periods of detention shall be taken into account.
5. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of, or, by a decision of a court of law, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further enquiry against such employee on the same allegations on which the penalty of dismissal, removal, or compulsory retirement was originally imposed such as an employee shall be deemed to have been placed under suspension by the Committee from the date of original order of dismissal, removal or compulsory retirement and shall

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)



Wimash
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





continue to remain under suspension until further orders:
Provided that no such further enquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

6. An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the Committee.
7. Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him/her during the continuance of that suspension, the Committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.
8. An order of suspension made or deemed to have been made under these rules may at any time be modified or revoked by the Committee.
9. Subsistence Allowance: An employee under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely:
 - (a) A subsistence allowance at an amount equal to one half of the pay last drawn by him/her and in addition to such pay, dearness allowance at an appropriate rate to be paid in the same manner as the salary;
 - (b) Any other compensatory allowance admissible, from time to time, on the basis of pay of which the employee was in receipt on the date of suspension;
Provided that the employee shall not be entitled to the compensatory allowance unless the Committee is satisfied that the employee continued to meet the expenditure for which such compensatory allowance is admissible. Provided that where the period of suspension is extended beyond three months, the Committee shall be competent to vary the amount of subsistence allowance for the period subsequent to the period of first three months as follows:
 - (i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible for the period of first three months, if, in the opinion of the Committee to be recorded in writing, the period of suspension has been prolonged due to reasons not directly attributable to the employee.
 - (ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence admissible during the period of first three months, if in the opinion of the Appointing Authority, the period of suspension has been prolonged, due to reasons to be recorded in writing, directly attributable to the suspended employee.
 - (c) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to effect that he/she is not engaged in any other employment, business, profession or vocation:
Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which he/she is deemed to be placed or continue to be under suspension, he/she shall be entitled to the subsistence allowance and other allowances equal to the amount by which his/her earnings during such period or periods, as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him/her. Where the subsistence and other allowances admissible to him/her are equal to or less than the amount earned by him/her nothing in this provision shall apply to him/her.

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)



Amrita
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





10. Where a suspended employee is exonerated after disciplinary proceeding or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salaries and allowances of such employee minus the subsistence allowance received by him/her shall be paid to him/her from the date on which he/she was suspended.

22. Penalties

1. The following penalties for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct may be imposed upon an employee:
- (a) Minor penalties:
- (i) Censure;
 - (ii) recovery from pay, the whole or any part of any pecuniary loss caused to the college by negligence or breach of orders;
 - (iii) withholding of increment of pay;
- (b) Major penalties:
- (i) reduction in rank;
 - (ii) compulsory retirement;
 - (iii) removal from service, which shall not be a disqualification for future employment in any college run by the Society

Explanation: The following shall not amount to a penalty within the meaning of this rule, namely

- (a) Retirement of the employee in accordance with the provisions relating to super retirement;
- (b) Replacement of a teacher who was not qualified on the date of his/her appointment by a qualified one;
- (c) Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave, suspension or the like.

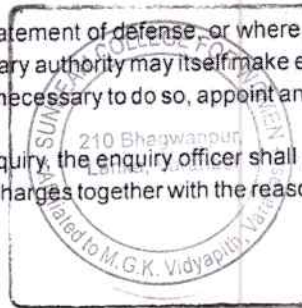
23. Procedure of Imposing Minor Penalty

1. No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against him/her and the allegation on which such action is proposed to be taken except after giving to the employee an opportunity to make any representation against the proposed action.

24. Procedure for Imposing Major Penalty

1. No order for any major penalty imposing on any employee shall be made except after an enquiry is held as far as may be, in the manner specified below:
- (a) The disciplinary authority shall frame definite charges on the basis of the allegation on which the enquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to employee and he/she shall be required to submit within such time as may be specified by the disciplinary authority but not later than two weeks, a written statement of his/her defense and also to state whether he/she desires to be heard in person;
- (b) On receipt of the written statement of defense or where no such statement is received within the specified time, the disciplinary authority may itself make enquiry into such of the charges as are not admitted or if it considers it necessary to do so, appoint an enquiry officer for the purpose;
- (c) At the conclusion of the enquiry, the enquiry officer shall prepare a report of the enquiry recording his findings on each of the charges together with the reasons thereof.

Signature of Employee
(Party No. 1)



Appointing Authority
(Party No. 2)



Wminah
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



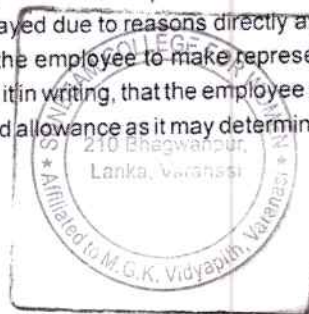


- (d) The disciplinary authority shall consider the report of the enquiry and record its findings on each charge and if the disciplinary authority is of opinion that any of the major penalties should be imposed it shall.
- (i) furnish to the employee a copy of the report of the enquiry officer, where an enquiry has been made by such officer;
- (ii) give him/her notice in writing stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within the specified time, not exceeding two weeks, such representation as he/she may wish to make against the proposed action;
- (iii) on receipt of the representation, if any, made by the employee, the disciplinary authority shall determine what penalty, if any should be imposed on the employee and communicate its tentative decision to impose the penalty to the Committee for its prior approval;
- (iv) after considering the representation made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its finding and decision to the Committee for its approval and while doing so the disciplinary authority shall furnish to the employee all relevant records of the case including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the enquiry report, where such enquiry was made, and the proceedings of the disciplinary authority.
2. No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Committee.

25. Payment of Pay and Allowances on Reinstatement

1. When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension preceding the dismissal, removal or compulsory retirement as the case may be, the Committee shall consider and make a specific order.
- (a) with regard to the salary and allowances to be paid to the employee for the period of his absence from duty, including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be; and
- (b) whether or not the said period shall be treated as the period spent on duty.
2. Where the Committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been fully exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he/she not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, removal or compulsory retirement from service, as the case may be; Provided that where the Committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any, made by the employee, direct, for reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.

Signature of Employee
(Party No. 1)



Appointing Authority
(Party No. 2)



W. Minah
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





26. Disciplinary Committee

1. In case the employee wishes to appeal against the order of the Disciplinary Authority, the appeal shall be referred to a Disciplinary Committee. The Disciplinary Committee shall consist of the following:
 - (a) The Chairman of the Sunbeam Group or in his absence any member of the Committee nominated by him.
 - (b) The Manager of the college and where the disciplinary proceeding is against him/her, any other person of the Committee nominated by the Chairman.
 - (c) A nominee of the University/appropriate authority. He/she shall act only as an advisor.

2. The Disciplinary Committee shall carefully examine the findings of the enquiry officer, reasons for imposing penalty recorded by the Disciplinary Authority and the representation by the employee and pass orders as it may deem fit.



Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)

11



Wmira
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





Sunbeam Women's College,
Bhagwanpur, Varanasi

Service Rules for Employees

NAME _____ POST _____

An agreement made this _____ day of _____ two thousand and _____ between Mr./Mrs./Miss/Dr./Prof. _____ (hereinafter called the committee) the part No. 2 of the other part. The committee hereby agrees to employ the Party No 1 and the Party No 1 hereby agrees to serve as _____ in the college on the following terms and conditions.

1. That Party No 1 's employment shall begin from the day of _____. He/she shall be employed in the first instance on probation for a period of one year/on temporary basis and shall be paid a monthly salary of Rs. _____ the scale of pay of Rs. _____ plus allowance in accordance with the rates as prescribed by the State/Central Govt. from time to time and applicable to his case. The period of probation may be extended by the Governing Body for a further period not exceeding one year at a time.
2. If the work and conduct of the Party No. 1, during the period of probation or extended period of probation is not found satisfactory, the service of Party No. 1 are liable to be terminated without notice before the expiry of the period of probation.
3. After satisfactory completion of his probationary period, the Party No. 1 shall be confirmed with effect from the expiry of the said period of probation or the extended period of probation.
4. Immediately on confirmation, the Party No.1 shall be entitled to the benefits of Contributory Provident Fund or G.P. Fund in case the scheme of pension exists in the college and shall be governed by the rules of that Fund as in force from time to time. The Party no. 1 will deposit one month's salary as security at the time of joining.
5. The Party No.1 shall be entitled to the benefits of Medical and other facilities as per college rules.
6. The Party No. 1 shall during his/her service under this agreement be eligible subject to the exigencies of the college to such leave as is admissible under the Govt. Rules from time to time in force; the leave is not claimable as a matter of right but may be granted at the discretion of the Governing Body of college/Principal of the college as per rules of the college in this regard.
7. The Party No.1 shall not leave the station without having first obtained the written permission of the authorised officer of the said college.
8. Unless the service of the Party No.1 is terminated as herein after provided, he/she shall continue in the employment of the college till he/she attains the age of superannuation as per State Government Rules, when he/she shall retire, provided that the committee or any other person authorised by the committee in this behalf may retain his/her service for a further period as admissible according to Rules of the State Education Deptt for such extensions if the Party No' 1 is fit for such extension and has no mental or physical incapacity which would disentitle him/her to get such extension. Provided further that the extension shall not exceed one year at a time.

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)

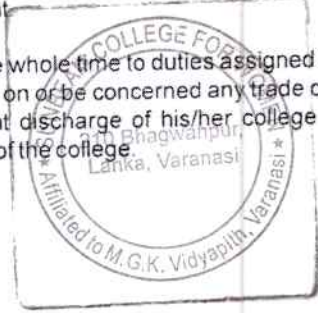


Ummah
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





9. On retirement, after satisfactory completion of service as prescribed by the school Retirement Benefit Scheme, the Party No.1 shall be entitled to the retirement benefit under the college rules as in force from time to time.
10. During the service under this AGREEMENT, the party No.1 will be liable to disciplinary action in accordance with the Rules and Regulations framed by the College from time to time even with retrospective effect, for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or of any breach of non-performance of duties or any of the provisions of these present or of any rules pertaining to the conduct of the college. These rules will normally conform to the Govt. Rules in this behalf.
11. If the Party No.1 is suspended from duty during investigation into any charge of his/her conduct mentioned in clause (10) above, he/she shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rate as may be decided by the committee generally from time to time or at a rate as may be deemed fit. The subsistence allowance shall conform to the Govt. Rules normally.
12. The Party No.1 is exonerated from the charge brought against him/her, he/she shall be reinstated in his/her post and shall be paid his/her salary for the period, if any, during which he/she was suspended and subsistence allowance already paid will be adjusted.
13. The Governing Body of the said college may terminate the service of the party No.1 with immediate effect/ one month/three months' notice (as the case may be) in writing or salary during the probation period. Similarly, if the Party No.1 wants to relinquish his/her job he/she shall be required to give three/two/one month's notice in writing during probation or deposit three months/two months/one month's salary as the case may be in lieu thereof. The Party No.1 will submit resignation letter/notice to the same effect before 30 working days during the first year of probation, 60 working days during the second year of probation and 90 working days' notice in third year of probation and onwards. Summer/Winter/Dussehra/Deepawali vacations will not fall within the notice period.
14. The Party No.1 will apply himself/herself honestly, diligently and efficiently under the orders and instructions of the Governing Body/Principal under whom he/she shall be placed as teacher/employee in the college and he/she shall discharge all duties pertaining to that office and/or which are necessary to be done in his/her capacity as aforesaid and will make himself/herself in all respect, generally as useful as may be required of him/her and shall always act in paramount interest of the institution.
15. The Party No.1 will conform to all the rules and regulations in force in the college and shall carry out all such orders and directions as he/she shall, from time to time, receive from the Governing Body/Principal or any of the authorized member of the staff.
16. The Party No.1 shall not apply or appear for interview etc. for any job outside the college without the prior written permission of the authorised officer of the college. If he/she has already applied before joining this college, it will be his/her duty to inform the Administrator/Principal at the time of appointment and seek his/her written permission, if he/she is required to appear for interview later on.
17. The Party No.1 shall acquire basic knowledge of computers, if he/she hasn't acquired it yet, within 3 months from the date of appointment.
18. The Party No.1 shall devote his/she whole time to duties assigned and shall not on his/her own account or otherwise directly or indirectly carry on or be concerned any trade or business whatsoever which is likely to interface with the due and efficient discharge of his/her college duties under this agreement or to be otherwise prejudicial to the interest of the college.



Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)



Shrinidhi
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





- 19. The Party No. 1 will not on any pretence absent himself/herself from duties without first having obtained the permission of the Administrator/Principal or in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the Administrator/Principal.
- 20. The committee and the Party No. 1 agree that any dispute arising out of relating to this contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the Chairman of Society running the college and if the arbitrator fails or neglects to act or becomes incapacitated, the Chairman shall nominate any other person to fill the vacancy of arbitrator.
- 21. The Party No.1 is willing to serve in any capacity equal to qualification in any branch of the Sunbeam Society as and when required by the Party No. 2.
In witness whereof the parties hereto set their hands this day month and year first above written.
- 22. All legal disputes fall within the jurisdiction of Varanasi.

Signature of Employee
(Party No. 1)

Appointing Authority
(Party No. 2)

Signed in the presence of witness

- 1. _____
- 2. _____

Dated _____

- 1. Full Name of Employee. _____
- 2. Post. _____
- 3. Date of Birth _____
- 4. Father's/Husband's Name. _____
- 5. Full Address. _____
- Tel. No. _____ (M) _____
- Educational Qualification _____

DECLARATION

I hereby promise to abide by all the rules and regulations as per the Sunbeam Employees Service Rule and the Contract of Service as above.

Signature of Employee
(Party No. 1)

Signature of Appointing
Authority (Party No. 2)

Date : _____

Date _____

Place : _____

Place _____

Branch Name: _____

Branch Name: _____



[Signature]
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi





Sunbeam Group of Educational Institution, Varanasi

Please tick (✓) the appropriate branch -

 Sunbeam College for Women, Bhagwanpur
 Affiliated to
 Mahatma Gandhi Kashi Vidyapith, Varanasi

 Sunbeam Women's College, Varana
 Affiliated to
 Mahatma Gandhi Kashi Vidyapith, Varanasi

Application for the Post of: _____ Branch: _____ Adv. _____

Name: _____

Father's/Husband's Name: _____

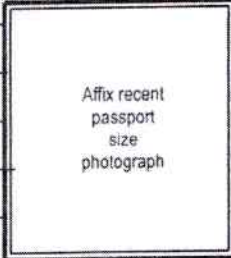
Date of Birth: _____ Age _____

Address: _____

Tel no.: _____ Mobile _____

Caste _____ (SC/ST/OBC/General) Religion _____

Bank Account No. _____ P.F. No. _____



Educational Qualification

Sl. No.	Examination	Board/University	Year of Passing	Medium of Study	%age	Subjects
1.	High School					
2.	Intermediate					
3.	Graduation					
4.	B.Ed.					
5.	Post-Graduation					
6.	Ph. D.					
7.	NET/SLET/SET					

Note:

Subject and classes preferred for teaching _____

Teaching Experience _____

Hobbies/Interests etc. _____

In case of emergency/accidents please contact _____

(1) Mr./Mrs. _____ (2) Mr./Mrs. _____

Address _____ Address _____

Phone _____ Phone _____

Date: _____



Signature of Employee

DECLARATION

I hereby declare that the information given by me above is TRUE and all the original documents are placed for verification when needed by the management.



Principal
PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi



Date: _____

Signature of Employee

Shrinah

PRINCIPAL
Sunbeam College for Women
Bhagwanpur, Varanasi

