

# **St. JOHN'S COLLEGE OF ARTS AND SCIENCE**

**A Christian Minority Institution**

**(Affiliated to M.S. University, Tirunelveli)**



## **RULES AND REGULATIONS**

**AMMANDIVILAI,**

**KANYAKUMARI DISTRICT – 629204**







## **PREFACE**

St. John's college of Arts and Science spread its wing in the field of educational service in the academic year 2009 – 2010 which was a ray of hope for the most underprivileged community belonging to the deep remote rural area and the coastal belt of Kanyakumari District. Signifying the Ten years of journey (2009 – 2019), I'm happy to publish the Rules and Regulations of St. John's College of Arts and Science, Ammandivilai, which I strongly believe will pave the direction in which the St. John's community has to step forward in the coming years. The concept of Rules and Regulations of St. John's College of Arts and Science, Ammandivilai are based on the educational policy of the Roman Catholic Diocese of Kottar, Government norms and University norms. The policies drafted are for the holistic development of the college. It's strongly believed that these policies will be valuable for the Management council, intrinsic constitution of the college and for the betterment of the student community.

**MANAGING TRUSTEE**

**PLACE: Ammandivilai**

**DATE: 04 / 02 / 2020**

## TABLE OF CONTENTS

SL. NO.	CONTENTS	PAGE NO.
1	<b>I. MANAGEMENT</b>	
	<b>A. Governing Body</b>	<b>1</b>
	<b>B. Powers and Responsibilities</b>	
	a) Managing Trustee	1
	b) Chairman	2
	c) Secretary	2
	d) Bursar	4
	<b>C. Governing Board Members</b>	<b>5</b>
	<b>D. Availing the Services of the Experts</b>	<b>6</b>
2	<b>II. SERVICE RULES</b>	
	1. Application	6
	2. Definitions	7
	3. Classification of Employees	7
	4. Recruitment	8
	5. Employment	9
	6. Bio - Data	10
	7. Record of Age	10
	8. Change of Address	10
	9. Identification of Employees	10
	10. Code of Conduct and Discipline in General	10
	11. Code of Conduct and Discipline of Staff Members	11
2.	<b>12. Duties and Responsibilities</b>	
	a. Principal	13
	b. Vice Principal	15
	c. Teaching Staff	16
	d. Physical Education Teacher	21
	e. Librarian	22
	f. Placement Officer	25
	g. Office Superintendent	25
	h. Other Ministerial Staff	27
	i. Driver / Transport Manager	27
	j. Office Assistant	28
	k. Other Basic Staff	29

<b>SL. NO.</b>	<b>CONTENTS</b>	<b>PAGE NO.</b>
	<b>I. Chaplain</b>	<b>29</b>
	<b>13. Filing System</b>	<b>29</b>
	<b>14. Management Scholarship Schemes</b>	<b>33</b>
	<b>15. Salary Policy</b>	<b>33</b>
	<b>16. Leave Rules</b>	<b>33</b>
	<b>17. Misconducts</b>	<b>36</b>
	<b>18. Disciplinary Action Procedure</b>	<b>37</b>
	<b>19. Punishments</b>	<b>37</b>
	<b>20. Anti – Sexual Harassment Policy</b>	<b>38</b>
	<b>21. Disciplinary Guidelines for Students</b>	<b>43</b>
	<b>22. Resignation</b>	<b>46</b>
	<b>23. Retirement</b>	<b>46</b>
<b>3.</b>	<b>III. AMENDMENTS</b>	<b>47</b>



## **St. John's College of Arts & Science**

**Ammandivilai – 629 204**

### **RULES AND REGULATIONS**

#### **1. MANAGEMENT**

##### **A. GOVERNING BOARD**

1. Board of Management is the body constituted by the Jan Vriend Development Centre (JVDC) TRUST to manage the College
2. It takes decisions on matters referred to it by the College.
3. It seeks expert opinions before taking decisions
4. The Board of Management may form sub-committees to help the Board in specific areas.
5. The Board of Management is comprised of:
  - i) The JVDC Trust Managing Trustee and the Chairman
  - ii) The JVDC Trust member or anyone appointed by the Managing Trustee as the President.
  - iii) The Correspondent/Secretary of the College, the Bursar, the Chaplain, and the Transport Manager of the College are the Ex-officio members and they are appointed by the Managing Trustee.
  - iv) Other members nominated by the Managing Trustee.
  - v) The Principal of the College is invited as and when the need arises.
6. The Correspondent/Secretary of the College functions as the Secretary of the Board.

##### **B. POWERS AND RESPONSIBILITIES:**

###### **a. Managing Trustee:**

1. He is the Patron and Supreme of the College.
2. He is empowered to appoint the Correspondent /Secretary, the Principal, the Vice-Principal, the Bursar and other ex-officio members.

3. He has powers to withhold or cancel the resolution passed or action taken by the Board of Management to uphold the stability sovereignty and good name of the institution.
4. Being the supreme authority he has control over all the activities the College.
5. He gets periodical briefing from the Correspondent on all matters concerning the College especially with regard to admissions, discipline of the College, appointments, new ventures and major financial commitments.
6. He participates in the meetings of the Governing Council.
7. He is the appellate and supreme authority to determine all disputes on all matters connected with the College.
8. His decision is the final.

**b. Chairman**

1. He presides over the meetings of the Governing board in the absence of the Managing Trustee.
2. He keeps the Managing Trustee informed of the proceedings of the Governing Board.
3. He also carries out the responsibilities delegated by the Managing Trustee.

**c. Secretary / Correspondent**

The Secretary/ Correspondent of the college is the most important functionary of the college and in his efficiency and dynamism lies the future of the college. (*Sec 9, Tamilnadu Private College Rules, 1976*)

1. The Secretary / Correspondent convene the meetings of the Governing Council in consultation with the Managing Trustee and the Chairman.
2. He records the minutes and proceedings of the meetings and presents the same at the following meeting.
3. The Secretary / Correspondent is the administrator of the College on behalf of the College. He is appointed by the Managing Trustee.
4. He is the Head of the College empowered to implement the policies and decisions of the Board of Management and has the full control over the administration of the College.



5. He is the sanctioning and approving authority in all matters related to the management of the College. In his absence he can delegate his responsibilities to the Bursar or any other person with the consent of the Managing Trustee.
6. On all important matters he seeks the guidance of the Board of Management. In emergency situation he seeks the guidance of at least the Managing Trustee or the Chairman either collectively or if any one of them. In case of, due to extraordinary circumstances he is obliged to take decisions on his own and he gets it ratified at the earliest.
7. He has an overall responsibility for all the assets and liabilities of the College. He is the custodian of all the important documents connected with the college. He is personally held responsible for protecting the good name, reputation and the sovereignty of the College.
8. He is answerable to the Managing Trustee, Chairman and to the Board of Management.
9. He keeps the Managing Trustee, Chairman and Board of Management and the Chairman informed of all the developments in the College so that they may be in the know of the overall functioning of the College.
10. He places before the Board of Management the needs of the College like additional space, manpower, lab and equipment and other facilities and procures them through the concerned sub-committees and established procedures.
11. He issues appointment orders to employees selected for permanent vacancies by the Board of Management and approved by the Managing Trustee. He fills up the temporary vacancies from the rank list or through procedures established or approved by the Managing Trustee and Chairman.
12. Normally the Secretary / Correspondent do not directly deal with the staff on academic matters without the knowledge of the Principal. When necessary he associates himself with the function of the Principal or of the staff to maintain discipline and quality in the College. He desists however from giving directives and orders that pertain to the domain of the Principal.
13. He will have regular meetings with the Principal and draws his attention to areas that need to be improved and the ways and means of doing it. He can give specific directions to the Principal and other staff regarding areas

belonging to them and demand from them sufficient reasons when they are not able to follow those instructions. In case of conflict, he seeks the help of the Managing Trustee or Board of Management.

14. Similarly he will have also regular meetings with the Financial Administration and will discuss with them their activities and enable them to function smoothly with necessary assistance and instructions.
15. He attends faculty and departmental meetings, normally after informing the Principal.
16. He issues promotion/increment orders and fixes the salary of the staff as per the rules approved by the Board of Management.
17. He is responsible for the maintenance of the staff records and certificates.
18. He is responsible for initiating disciplinary proceedings against the staff. For minor or major punishments he seeks the approval of the Board of Management.
19. He is responsible for sanctioning all the leave except Casual Leave. He executes the decision of the Board in financial matters.
20. The Secretary / Correspondent answers to the queries raised by the Board members in a convincing manner.
21. The Secretary/ Correspondent is responsible to take the legal action after the consultation of the Board of Management.
22. He is responsible to get all licenses e.g. Fire, health, stability of buildings, insurances etc.
23. He keeps good relationship with the Government officials related with the college affairs.

#### **d. Bursar**

1. The Bursar is the Financial Administrator of the College and shall act in consultation with the Managing Trustee, Chairman and the Secretary / Correspondent.
2. He implements the policies and directives of the Board of Management related to financial matters.
3. He is in charge of financial management of the College and is the financial advisor to the Correspondent/Secretary.

4. It is his specific responsibility to assist the Correspondent / Secretary to see that the financial administration takes place according to the letter and spirit of the rules and procedures set in the Accounting Manual and the suggestions of the auditor both statutory and internal. Before signing the cheques or any document related to finance he should ensure that the papers are in order.
5. He monitors the functioning of the finance/bill/accounts of college.
6. He is responsible to prepare the annual budget for the college with the help of the Secretary / Correspondent and to get it approved in the Board of Management. He shall suggest ways and means of increasing the income for the college and of reducing unnecessary expenditures so that the financial position of the college will be sound.
7. He manages the finances in the college based on the approved budget. He has to streamline and monitor the income and expenditure of the college. He will have regular meetings with the Secretary / Correspondent briefing him about all financial matters especially alerting him about the weaknesses, if any, of the financial administration.
8. He shall be responsible for the investment of funds of the college as directed by the Board of Management in any of the banks.
9. He monitors payment of salary, and all types of payment and deductions including income tax and WPF etc. and for the remittance so as to avoid penal actions
10. It is his responsibility to present the audited accounts of the college to the Board of Management.
11. It is his responsibility to collect fees from the students.
12. He is responsible to submit the student's internal audit and external audit report.

### **C. GOVERNING BOARD MEMBERS**

1. Members of the Governing Board shall work sincerely and tirelessly for development of the college.
2. They shall not hold any assignment remunerative or otherwise in any other similar Colleges. And they shall not pass on the information related to its policy decisions to other similar institutions

3. They shall behave politely and decently in the discussions. They shall not be judgmental, neither attribute motives to the interventions of others. They shall not use unparliamentarily words nor shall they shout and create a commotion.
4. They shall not act in partiality to make decisions.
5. They shall participate in the meetings with open mind and shall abide by the consensus of the group. If they are in disagreement in conscience with any of the decisions they can represent the matter to the Managing Trustee and Chairman.
6. They shall not try to influence the deliberations of the meeting with a view to currying favors to themselves or those who approach them.
7. The members shall maintain absolute secrecy and confidentiality about the matters discussed in the meetings. They shall not discuss anything outside especially with non-members. They shall not pass on any decision except when they are authorized to do so.
8. They shall not share information with persons and groups that will exert pressure on the management; neither shall they be members of such groups.
9. When the members find it difficult to live up to the expectations of the management, they shall resign voluntarily so as to give way for others to come and work for the institution.

#### **D. AVAILING THE SERVICES OF EXPERTS**

Committed lay people give freely and generously the invaluable services of their experience and expertise without claiming any monetary compensation. When professional services are rendered on a permanent basis and for a long duration, it is for the Governing Board to fix the emoluments to be given. When on official duty the mode of travel and conveyance and boarding and lodging will be provided by the Secretary on behalf of the management according to their eligibility while in government service.

### **II. SERVICE RULES**

#### **1. Application**

These Service Rules are applicable to all employees of St. John's College of Arts & Science, irrespective of their date of appointment. Employees of the



college are bound by rules, regulations and procedures as are in force at the time of their appointment and as may be modified from time to time thereafter.

## **2. Definitions**

- a) 'College' means St. John's College of Arts & Science at Ammandivilai.
- b) Board of Management means the body constituted by the JVDC Trust for the general administration of the College.
- c) 'Employee' refers to any person employed to work in St. John's College of Arts & Science at Ammandivilai
- d) 'Salary' except where otherwise defined, means basic pay plus all allowances.
- e) 'Competent authority' is the Secretary / Correspondent of the College or any other person identified by the Managing Trustee.

## **3. Classification of Employees**

Employees shall be classified as:

- Regular
- Probationary
- Temporary
- On-contract
- Casual
- Part-time

### **a) Regular**

1. They are by the appointments for regular vacancies
2. The first year of service will be treated as probation
3. The management has the discretion to extend the period of probation.
4. During the period of probation, the individual can be terminated if not found satisfactory in his/her work, discipline and behavior.
5. On satisfactory completion of the probation his/her probation shall be regularized in accordance with the provisions of the service conditions and regulation of the college through an order.

6. Being a Self-financed institution all appointments will be subjected to the following conditions. The management has discretionary powers to terminate any appointment because of

- a) Cessation of the post/ programme
- b) Lack of sufficient number of students for the particular course
- c) Change of curriculum/syllabus or any other unforeseen circumstances.

**b) 'Probationary'** is one who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof and has not been confirmed in writing by the competent authority in the post in which she/he has been provisionally selected.

**c) 'Temporary'** employee is one who is appointed for a fixed or specified period of time.

- (i) In work which is essentially of a temporary nature or
- (ii) 'to fill a temporary vacancy in a regular post, or
- (iii) to cope up with a temporary increase in workload, or
- (iv) for any other reason. A temporary employee shall be entitled only to the benefits as specified in the terms of employments.

**d) 'On –contract'** employee is one who is employed on a contract for a stipulated period of time or for a specific work, on the lapse of which employment automatically ceases. A contract employee shall be entitled only to the benefits as specified in writing in the terms of employment.

**e) 'Part-time'** employee is one who is employed to do work for less than the normal period of work hours. He/ She shall be entitled to benefits only as specified in writing in his/her letter of appointment.

**f) 'Casual'** employee is one who is employed on a day-to-day basis for the work of an occasional of casual nature. A contract employee shall not be entitled to benefits provided to other classes of employees.

#### **4. Recruitment**

All the recruitments will be through open competition following Government / UGC / University / Minority Status College rules, norms and selection procedures of the management.

## 5. Employment

- a) Only a person who has received a letter of appointment duly signed by the competent Authority shall be deemed to be in the regular employment of the College.
- b) Unless, in any particular case, it is otherwise distinctly provided, the employee's time is entirely at the disposal of the college and he/she may be employed in any manner required by the Competent Authority, without claim for additional remuneration.
- c) Generally, before a person is considered for regular employment, unless otherwise specified in the appointment order, she/he is required to be on probation for a period of one year from the dated of selecting him/her as a probationer. The probationary period may be extended at the discretion of the Board of Management.
- d) During the period of probation or extended period of probation, the services of a probationer may be terminated at any time without notice or compensation in lieu of notice, and without assigning any reason. No appeal shall lie against such termination.
- e) If during the period of probation, the employee's performance of the duties assigned to him/her has been found to be satisfactory his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority. If, at the end of such extended period, the probationer's work still found to be unsatisfactory, his/her service shall be dispensed with, without assigning any reason whatsoever.
- f) A regular employee appointed in a different post or promoted to a higher post shall be on probation for a period of one year thereafter and is liable at any time during this probationary period to be reverted to the original post at the discretion of the Competent Authority.
- g) No employee can claim appointment by promotion as a right only on the basis of eligibility to hold the promotional post or seniority or having been temporarily placed in-charge of the post. When a higher post falls vacant and the competent authority decides to fill the post that authority is free to consider all available candidates. The promotion of an employee from a lower post to a higher post shall be at the discretion of the Governing Council and will be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service and the individual's suitability for the job.

- h) Inter departmental transfers of employees may be made by the Competent Authority in the interest of the Institution and employees are bound to comply with orders in this behalf.

## **6. Bio-data**

It shall be incumbent on every employee to furnish, in writing, his/her correct and complete bio-data in the prescribed form to the Competent Authority for the purpose of record, and also thereafter promptly to notify, in writing, any subsequent changes in the data furnished. Any suppression/distortion of material facts is reason enough for termination.

## **7. Record of Age**

The date of birth of an employee, as furnished by him/her at the time of joining duty, should be supported by the School Leaving Certificate. The age of the employee verified as above and accepted and recorded by the Board of Management shall be conclusive proof of the age of the employee for all questions concerning his/her employment including retirement.

## **8. Change of Address**

Whenever any change occurs in the residential address or telephone number of an employee he must immediately intimate such changes to the Competent Authority in writing which shall be recorded in the college.

## **9. Identification of Employees**

Every employee will be provided with an Identification Badge/Card and she/he shall show it on demand to any person authorized to inspect the same. The employee, while in the College, is required to display such a badge on her/his person. When the employee ceases to be in employment, she/he shall surrender his/her identification badge/card to the office before his accounts are settled. If an employee loses or damaged his/her badge/card during his/her service, she/he shall pay a fee as may be prescribed from time to time, to meet the cost of replacement.

## **10. Code of Conduct and Discipline in General**

- ❖ Unless it is explicitly stated, the staff employed in the college shall be at the disposal of the college during all the working hours and she/he shall serve it in such capacity and at such places as she/he may from time to time be directed.
- ❖ Any member of the staff employed in this college shall conform to the rules and regulations in force in the institution and obey all orders and



directions which are given from time to time to him/her by any person or persons under whose jurisdiction, Superintendence or control she/he may be placed from time to time

- ❖ The members of the staff employed in this college shall furnish at the time of appointment an undertaking agreeing to abide by the rules and regulations in force and the other conditions which the management may prescribe or modify.

## **11. Code of Conduct and Discipline of Staff Members**

- ❖ All the members of the staff should possess outstanding qualities so as to mould students as excellent persons and the staff shall be a role model to them.
- ❖ All staff members should show allegiance and loyalty to the St. John's College of Arts & Science, abide by and work for its priorities and should never directly/indirectly associate or collaborate with any one or any group opposing the St. John's priorities.
- ❖ All the members of the staff shall be neatly dressed, observing the dress code of the college besides wearing the identity card.
- ❖ They shall discharge their duties efficiently and diligently so that the student's community may be given a high quality of training in keeping with the motto and quality policy of the college.
- ❖ They shall not absent themselves from their duties except when very necessary and with prior permission.
- ❖ Every member shall not only conform in letter to the rules and regulations of the college as regards their job description but also observe the spirit of those prescriptions.
- ❖ Every member shall perform all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.
- ❖ No member of the staff shall be engaged in gambling or betting either in the college premises or in any public place.
- ❖ No member of the staff shall be found in a stage of drunkenness nor shall she/he consume any alcoholic beverage on the college premises.

- ❖ No member of the staff shall be for any reason found guilty of giving or taking bribe or illegal gratification from the students or their parents or guardians or from other employees or from any other agencies.
- ❖ No one shall indulge in misbehavior or victimize or show partiality to any of the students of the college.
- ❖ No member of the staff shall be involved either directly or indirectly in any criminal activities.
- ❖ If they are involved in criminal proceedings the management shall be apprised of it.
- ❖ If any member is arrested on charge she/he shall be considered to be under suspension from the date of arrest. When released on bail the member should convince the management of his/her bonafide to be reinstated. If acquitted she/he shall be reinstated in service.
- ❖ Any member convicted in a court of law on criminal charges shall have his/her services terminated.
- ❖ No staff member shall bring or attempt to exert any political or communal/social pressure or other influences on his/her superior authority in respect of his/her service interests.
- ❖ No member of the staff shall be a member of any political party and neither shall she/he contest any political election nor shall she/he get involved in any political activity within the college campus. Elections for teacher constituencies are exempted.
- ❖ No member shall engage directly or indirectly in any trade or business, running tutorial or coaching classes, technical schools or private consultancies or any work of remunerative nature.
- ❖ Any work of honorary nature like doing research, writing books or undertaking work of an academic nature, may be done without prejudice to the work in the College, provided the management is duly informed of it.
- ❖ No member of the staff may apply for employment elsewhere without the prior permission of the management.
- ❖ No member of the staff shall engage himself/herself in mass signature campaign.
- ❖ No member of the staff shall mobilize the staff for any demonstration, mass representation or protest against the management.

- ❖ No member of the staff shall engage himself/herself in any protest against the management like show down work, mass casual leave, pen down strike or any other interruption or discontinuance of work.
- ❖ The members of the staff shall not participate in any of the strike or demonstration, which is prejudicial to the interests of the College.
- ❖ No member of the staff shall indulge in destructive criticism of the policies of the management either in speech or in writing neither shall she/he associate himself/herself with those who are engaged in similar destructive activities she/he shall not ventilate any grievance through the press, leaflets, hand bills etc.
- ❖ No member of the staff shall damage or attempt to cause damage to the property of the college and bring loss to it.
- ❖ No member of the staff shall disobey the orders of the management or superiors, neither have she/he refused to accept any communication from the management.
- ❖ No one shall knowingly make any false statements in any document pertaining to his/her employment in the college.
- ❖ No one shall present their grievances to the management except through proper channel.
- ❖ No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV on a topic related to the College/Management without prior sanction from the management.
- ❖ No one shall make use of any matter of confidential nature, which she/he has acquired as an employee in the college.
- ❖ Every member of the staff shall hold the development and success of the college very dear to him/her and shall come forward with suggestions and proposals for its growth. She/he generously gives his/her best so that the college will ever fulfill the mission the Founders have envisaged for it.

## **12. Duties and Responsibilities:**

### **a. PRINCIPAL**

1. The Principal is the one who is fully responsible for the academic performance of the college under the guidance, direction and control of the Managing Trustee & Correspondent. “Academic” means the governmental and public requirements about education. This involves

first of all the government rules like admission, syllabus, number of working days, examination and the results etc. Along with this the standards the management sets as regards the education to be imparted in the college would constitute the academic objectives of the college. In these matters it is the full responsibility of the Principal to plan and devise ways and means to achieve this target and this is his domain. This includes the curricular, co-curricular and extra-curricular activities.

2. He will correspond with all academic bodies of the government in consultation with the Secretary / Correspondent.
3. Before every academic year he will initiate a process in the college and set academic targets in the light of the academic objectives set by the management. Based on these, the programmes and activities for the academic year will be finalized. These will be included in the hand book of the college for that year and it will be a guide for all.
4. Any alteration/deviation from what is given in the circular as regards college timings, working days and holidays should be made only with the consent of the Secretary / Correspondent.
5. He has to ensure that strict discipline and effectiveness is maintained as regards the class work, coaching for weak students, student counseling, periodic tests, examinations, study tour, association activities etc. He brings the indiscipline among the staff to the notice of the Secretary / Correspondent.
6. He will initiate steps to analyze the results of the internal tests and university examinations and will take appropriate measures to improve the results.
7. He will assist the Secretary / Correspondent to conduct an effective staff assessment.
8. Student discipline is his responsibility. However, the Secretary / Correspondent shall be kept informed of all major acts of indiscipline. When steps are initiated to award major punishments the consent of the Managing Trustee and the Secretary / Correspondent should be got at every stage.
9. In consultation with the Secretary / Correspondent he has to ensure that adequate and qualified staff is appointed by the Competent Authority of the college and that they get sufficient in –service training. It is his



responsibility to maintain a high morale among the staff through appropriate motivation programs, incentives and disciplinary proceedings.

10. It is his responsibility to evolve job description for each category of staff and to establish rules and procedures for each department. He will initiate every new member of the staff to his/her job and to the code of conduct, the work culture of the college and the expectations of the management.
11. He will supervise the work efficiency of the staff both teaching and non teaching. In view of this and to coordinate all the activities, a system of regular meetings with the staff will be held.
12. With the help of the staff he will place the requirements of the departments and of the college before the Secretary / Correspondent and ensure that adequate funds are allotted for this purpose and that supplies are made when required.
13. In the beginning of the year and in the beginning of semester he will finalize programs for the curricular, co-curricular and extra-curricular activities and submit a budget for the same and get it approved by the Secretary / Correspondent.
14. He is authorized to sanction casual leave and grant permission.
15. He has an over-all responsibility for the safety and upkeep of all the assets of the college.
16. He has to strictly observe all the rules of the government/University in all academic matters and cases of exemption should be brought to the notice of the Secretary / Correspondent. If he insists on any violation and the Principal is in disagreement it should be brought to the notice of the Board Meeting and on special occasions to the notice of the Managing Trustee and the Chairman.
17. He will have regular briefing sessions with the Secretary / Correspondent so that he may be kept informed of all the development and may give necessary guidance.

#### **b. Vice Principal**

##### **Key Responsibilities and Accountabilities of Vice-Principal:**

1. Assist the Principal in the Academic and Discipline of the college.
2. Responsible for the detailed organization and operation of the courses, for maintaining contact with staff and students and submitting progress

reports to the Principal once per semester and an Annual Report as part of the annual progress monitoring process.

3. Working with the Principal, the Vice Principal assumes overall responsibility for the organization, management and development of the college
4. Executes all the work of the Principal in his absence.
5. Provide inspirational and dynamic leadership, motivation and management skills to ensure that staff meet or exceed agreed targets.
6. Establish excellent working relationship with management team, faculty and administrative staff
7. Manage the student life cycle from registration/admission to graduation/leaving
8. Supervise students attending special courses/classes in the evening or weekend
9. Supervising and monitoring the work of all categories of non-teaching staff.
10. Use information systems and prepare reports and statistics for the students results and performance
11. In charge of the office and assign duties of the office staff after obtaining permission from the Management and the Principal.
12. Vice Principal is in charge for the stock verification.
13. Vice Principal will work along with the Transport Manager with regard to the College Bus affairs.
14. Perform any other duties assigned or delegated by the Management/Principal.

### **c. TEACHING STAFF**

1. Teachers are fully responsible for the academic performance of their respective departments under the guidance, direction and control of the principal. This includes curricular, co-curricular and extra-curricular activities.
2. During leisure hours, staff members shall occupy the seats allotted to them.

3. Teachers shall be present in their respective classes, at the ringing of first bell in the morning by 9.25am. Classes will begin from 9.30am onwards.
4. Faculty is not permitted to be seated in the classroom.
5. Leaving the classroom before the ringing of the bell indicating the end of a period is subversive of orderliness.
6. Cancellation or alteration of class work by members of the staff should be done only with the prior written permission of the Head of Department.
7. Student attendance markings in the register available in each department should be made immediately after the completion of class work.
8. Promptness should be observed with regard to submitting corrected answer scripts of tests and entering test and assignment marks in the department register.
9. Members of the staff are to extend their help in filling up the requisite columns in the student files, drafting letters to parents, checking the examination application forms and nominal rolls of their department candidates etc.
10. Faculty members are encouraged to publish two research articles per year in reputed journals listed in UGC Care List, Web of Science, Scopus Index and SSCI. Those who are attending their NET or SET examinations will be considered for providing OD.
11. Result Analysis of University Semester exam should be submitted to the Principal's Office within five days from the day of result declaration.
12. College buses will not be operated during University Practical Examination.
13. Monthly Plan Schedule of the department should be submitted to the Principal through the Head of department on or before 26<sup>th</sup> and 27<sup>th</sup> of every month.
14. Financial decisions to be taken by the department should be 10 days in prior consulted for approval from the Bursar and the approval letter should be forwarded through the Principal and Secretary.
15. It is mandatory that the faculty members should make themselves qualified as per the norms of the University.

16. Class In-charge are asked to send SMS to the students who were absent for the classes on a particular working day.
17. In the beginning of the year, in association with the Principal the faculty of the department will involve to set targets for the year, finalize the various programs and activities and prepare a budget for the year so that the accounts of the department may be properly monitored.
18. She/he will ensure that well ahead of time the requirements regarding equipment, space and other needs are place before the Principal and followed up so that there is no shortage that will affect the standards set by the Management for the college.
19. She/he is in over-all charge of students' attendance, late arrival, leave, communicating students' progress reports to the parents, students OD etc.
20. She/he has to personally monitor that the class and laboratory work is effectively engaged and coaching for the weak students, student counseling, monthly periodic tests, industrial visits, project work, association activities etc. are well conducted and within the approved scheme and budget.
21. She/he will analyze the examination results and help the students to adopt corrective steps to achieve the targets.
22. She/he will upload all the study material for the respective subjects handled by them in the college website.
23. It is the responsibility of the department faculty to handover the agenda and photographs of any event held in the department to the college website in-charge.
24. For availing the facilities such as College Auditorium and Multimedia Hall, prior permission should be received from the Vice Principal. After the utilization report regarding the program organized by the department in the facility, should be hand over to Vice Principal. Entry in the facility register should also be updated.
25. She/he will ensure student discipline in the department. When necessary she/he will refer cases to the Principal to be dealt with by him.
26. She/he will keep the principal informed of all the important happenings in the department.

27. She/he should be willing to do any other duty may be assigned to him/her by the management or by the Principal.
28. It is the responsibility of the teaching staff to deliver knowledge and ensure comprehension so that students have mastery over the subjects handled in such a way that they can on their own experiment them and try similar procedures. This can be achieved only through focused teaching taking into account the level of the students.
29. Teachers have to prepare themselves by reading books, periodicals, journals to improve their own knowledge and understanding.
30. Course files have to be prepared and got approved on time and the frame work has to be communicated to the students, so that the students also prepare themselves for classes.
31. Preparation for classes should be done sufficiently in advance, since there may be unexpected demands from the authorities on their free time on the college campus.
32. The teachers have to keep close track of their class schedule so that the syllabus is completed on time. If, any difficulty in completing the syllabus in time is foreseen it should be made up through extra and special classes.
33. The teachers have to get continuous feedback from their students so that they can verify whenever their delivery of knowledge has been effective.
34. Monthly tests are excellent means for a feedback and to make the students revise and understand the subjects. The teaching staff should give importance to the class tests. Questions have to be selected on time and appropriately. The evaluation has to be done sincerely.
35. The teachers have to make every effort so that the pass percentage is very high and the number of rank holders is increased. Talented students should be identified, motivated and assisted to get rank.
36. They must observe the dress code of the college.
37. The teachers have to be role models to the students. The students should be able to imbibe the culture of study and research from them. The students should find their teacher as guides counselors and well-wishers. The teachers should also set a good example in good manners both in word and action. The teachers should be highly impartial and should also be seen to be impartial. Any penalizing out of feeling of hurt or



vengeance is out of place. Public humiliation by work or action, and disparaging remarks do not go with the role of the teachers.

38. It is the responsibility of the teaching staff to ensure proper discipline and control in the class. Attendance should be monitored and cases of irregular attendance should be brought to the notice of the Principal and appropriate follow-up measures to be taken. If they are not satisfied with the measures taken by the principal and the correspondent should be alerted in that order.
39. The teachers should be strict in the class but at the same time establish proper rapport with the students so that strictness does not hinder an interactive approach and accessibility to the teacher or dissuade the students from getting their doubts clarified.
40. In case of misbehavior of students in the class they should be personally counseled. If still the misbehavior persists the matter should be taken to the principal.
41. They are in charge of the laboratory, and they shall ensure proper maintenance and cleanliness of the equipments and suggest improvements to the equipment facility whenever necessary.
42. They are responsible for maintaining the stock register of lab equipment/furniture, consumable stock register and breakage register etc in the laboratory and workshop.
43. They are responsible to assess the annual requirements of the materials and other needs and send the indents in the format specified to the principal with proper specifications and details and justify whether the requirements is essential.
44. They are responsible for co-curricular and extracurricular activities. They shall give sincere co—operation for conducting school visits, education tours, seminars symposia etc.
45. Teachers are not permitted to take up outside appointment. They shall come forward with new proposals, and suggestions for the improvement of the college. They shall suggest books, journals and AV materials of good quality essential for the college to maintain its standard.
46. Faculty is permitted for University Paper Valuation only in Odd Semester but not during Even semester.

47. Mentor Mentee Meeting should be organized by the department on all Tuesdays, provided it's a working day.
48. It is the responsibility of the Department Head and Faculty to submit the requisite documents of NAAC to the IQAC.
49. In general all events organized by the College or Department should be recorded through Geo Tag photos, and it's the responsibility of the who convenes the event faculty to check the same.
50. In the class and outside they shall always speak in English and they shall see to it that the students do the same so that their mastery in the language will enable them to be competitive in the job market.

#### **d. PHYSICAL EDUCATION TEACHER**

1. Physical education being an important aspect of the formation of students and their character building, the Director of Physical education shall devise ways and means by which the students will take interest in Physical training, sports and games and the talented ones should be encouraged and motivated to become sports men/sport women of repute.
2. The physical education schedule/program will be guided by the requirements of the university and the national sports organization, the goals set by the management and the specific needs of the students of the college.
3. Guided by the above she/he shall prepare a plan of action, curriculum and syllabus so that students are given adequate knowledge about physical health and training with a view to incorporating physical exercises in their schedule.
4. Similarly she/he shall familiarize the students to various sports and games indoor and outdoor so that they can choose any one of them or identify their sport skills.
5. Taking into account the facilities in the college she/he will evolve a long-term plan so that the college has all the essential infrastructural facilities for sports and games. Based on this plan she/he shall assist the management to allocate sufficient funds and take steps to realize them. She/he shall give his/her whole hearted assistance in implementing the scheme.
6. At the beginning of every year she/he shall prepare a budget for that year and with due approval from the concerned authority utilize the funds.

7. The students with sports talents should be identified at the earliest and formed into teams. Special coaching is to be given so that the college may attain excellence in the field of sports and games.
8. Without seriously affecting their academic career the sportsmen/sportswomen should be taken to as many competitions as possible.
9. She/he shall attend all important sports meetings so that the college is in the sports/games stream.
10. She/he shall maintain attendance and program registers for physical education activities and shall maintain stock register of all items of sports and game and is responsible for their safe custody.
11. She/he shall organize and conduct the annual college sports meet.
12. She/he shall furnish semester wise report of his/her department to the correspondent through the principal.
13. Students discipline is a special responsibility given to him/her. Under the guidance and direction of the Principal she/he shall supervise discipline on the campus. She/he shall monitor late arrivals and early departures, students without uniform, misbehavior with co-students of both genders, ragging, eve-teasing, debunking of classes, damaging college property, groupism and conflict among students etc.
14. She/he will take these aberrations to appropriate authority and deal with them.
15. She/he will be a member of the disciplinary committee of the college.

**e. LIBRARIAN**

1. Library is the store house of knowledge and the most important department of the college. It is there that the students and staff update their knowledge and get new inspiration.
2. The librarians' responsibility is to see that all essential volumes and sources of knowledge are made valuable in adequate number lest the students and staff should feel handicapped.
3. College Library will function from 9.00 am on every working day.
4. Every year she/he should consult all the teachers and prepare a list of books and journals, cassettes and CD's, which are necessary for handling subjects of the following semesters. Based on the availability of funds

she/he should procure as many of them as possible before the beginning of the semester.

5. The librarian shall be responsible for the safe custody, upkeep and maintenance of all books, periodicals, dailies, furniture and fittings in the library and reading room.
6. The librarian shall maintain proper accession register, stock register, and issue register, library Tickets and other records necessary and keep them up-to-date.
7. She/he shall maintain a Master Library Register as well as subject wise registers. A Master register should contain the price of each book as is available in the copy of the invoice received along with the goods received note.

The Master Library Register contains the following columns

- i) Sl. No (Access No)
  - ii) Books No
  - iii) Title of the Book
  - iv) Author's Name
  - v) Vol & Edition
  - vi) Name of Publishers
  - vii) Price & Date of Purchases
  - viii) Remarks
8. The registers maintained subject-wise shall contain all particulars as available in the master register excepting the price of the books. The total number of books as per the master Register shall tally with the subject-wise registers.
  9. She/he shall maintain two sets of registers to record the issue of books etc. to the students as well as to the staff respectively.
  10. She/he shall maintain catalogues of books showing the particulars such as the author, title, volume, editions etc.
  11. She/he shall maintain Index Cards/Bar coding and Author Card for all books and computerizes them.

12. She/he shall arrange the books systematically and keep them in racks subject wise.
13. She/he shall keep in his/her custody a copy of price list of all books bought, distinct from books donated.
14. She/he shall ensure that no book goes out of the library without making an entry into the concerned register and getting an acknowledgement. While issuing the books the tickets will be collected and kept along with the title card.
15. She/he shall monitor that the books are returned on schedule. When there is unreasonable delay the matter should be taken up with the concerned authorities.
16. She/he shall collect a fine as fixed by the management for belated return of books.
17. If any book is lost or damaged, twice the cost thereof shall be recovered at current market price.
18. She/he shall never allow anyone to replace the books once pulled out.
19. She/he shall maintain all files properly.
20. She/he shall ensure that no student with library dues is issued his/her hall ticket.
21. She/he shall not issue books after the release of hall ticket.
22. She/he shall properly enter and number all magazines/news papers subscribed or received free in a register and delete from the register those sent for sale as waste paper.
23. It is the responsibility of the librarian to develop the reading habit of the students and provide them with all assistance to do their study and research in the library.
24. She/he shall collect important news items appearing in newspapers/ magazines and display them for the benefit of the staff and students and arrange them subject wise and get them bound and keep them available to those who need them.
25. She/he shall in consultation with the teachers and in coordination with the Principal arrange the library hours and monitor whether the students make good use of them.

26. It is his/her responsibility to keep the library open before and after the college hours and during interval. The timings of the librarian shall accordingly be arranged.
27. Maintaining discipline in the library is his/her responsibility.
28. Annual budget requirements for improvement of library facilities and for addition to library books, periodicals, maintenance and binding of books with estimated cost shall be assessed properly and the same sent to the office through the principal on or before 31st March every year.
29. She/he will be responsible for the loss/damage of library books/properties.

#### **f. PLACEMENT OFFICER**

1. It is his/her responsibility to arrange maximum possible placements for the students of the college. This she/he does through regular liaison with industries and placement consultants and by imparting those skills to our students that are expected by the industries.
2. She/he arranges in and off campus interviews and provides in-plant training.
3. She/he summer training and other appropriate trainings on Saturdays through special programmes so that the required skills are cultivated in the students.
4. She/he counsels the students for suitable jobs.
5. She/he prepares good brochures of departments and updates them.
6. She/he updates the database of students who have passed out and those in the final year incorporating all relevant data.
7. She/he sees to the creation of necessary infrastructure in the college for campus interviews.

#### **g. OFFICE SUPERINTENDENT (OS)**

The Office is the basic infrastructure of the college, essential for its smooth and efficient functioning. It is the storehouse of information available in the files and records that could be easily accessed when needed. It is the office that implements the decisions taken by the authorities. Most of the communications and dealings pass through the college office and are recorded, stored and followed-up.

It tasks could be grouped under six heads. Getting approval, recognition and affiliation to the college and to its various programs from concerned authorities, financial management and control, students admissions the conduct of examinations, the management of the correspondent/Secretary, the principal the bursar and the departments.

1. It is the responsibility of the Office Superintendent to properly organize the office and allocate duties among the office staff in such a way that she/he can take full responsibility for the smooth and efficient functioning of the office. This can be done in consultation with the Principal.
2. It is his/her responsibility to ensure the smooth functioning of the systems and the correct adoption of the procedures in the office.
3. She/he takes instructions on academic matters from the principal, on financial matters from the Bursar/Correspondent and on general administration from the correspondent.
4. She/he is to be up-to-date with all the rules and regulations of the Government, University, the UGC, the Minority Status College rules and other related agencies and has to give appropriate guidance when required.
5. She/he is held responsible for the correctness of payments, the dispatch of letters, the distribution of letters received, for putting up of files etc.
6. It is his/her duty to schedule all the functions of the office and see that things are done accordingly.
7. She/he organizes the procurement, semester indents, annual stock verification and disposal of unserviceable articles and stores items/records in consultation with the principal.
8. She/he must have full control over the office, furniture, stores and records.
9. She/he carries out any other duty assigned to him/her by his/her higher authorities.
10. She/he shall be responsible for the discipline in the office violations should be brought to the notice of the principal and correspondent in that order.

**h. OTHER MINISTERIAL STAFF (Assistants and Junior Assistant)**

1. The ministerial staff of the college shares the functioning of the office, each according to the job entrusted to him/her to the entire satisfaction of the management, staff and students.
2. They are directly accountable to the office Superintendent.
3. They are responsible for the full execution of tasks entrusted to them as per the work allotment, alerting the appropriate authorities on pending and urgent/schedule matters and taking necessary instructions from them.
4. It is their duty to complete the job within the stipulated time.
5. They are to carry out any work entrusted to them by their superiors.

**i. DRIVER/MANAGER**

1. The driver of the vehicle has to take full responsibility for whatever happens to the bus he is given charge of.
2. He should be sufficiently ahead of time at the parking place to check the working condition of the vehicle.
3. Strict punctuality should be maintained. The bus should be started on time and should reach the destinations too on time.
4. In the night parking places, no student should be taken inside the campus neither allowed to board from inside the campus.
5. The driver should not have any private dealings with any one inside the campus.
6. The driver should monthly get a format filled by the bus in-charge of the campus that the conduct of the driver is satisfactory.
7. All decisions about admitting students into the bus, checking the passes, student discipline inside the bus etc. are the responsibility of the manager.
8. Similarly decisions about admitting into the bus non-pass holding students of our college will be taken by the bus manager while the driver may slow down the vehicles when bonafide students stop the bus.
9. Whenever the driver parks the bus and leave it the shutters should be closed and the door locked.



10. The driver should maintain a diary wherein the kilometer is to be recorded and jottings made of whatever is to be reported.
11. As soon as the bus is parked in the college campus, the driver should first mark the kilometer and then his attendance register and record the kilometer reading and other remarks in the log book.
12. The buses should be cleaned and kept ready for the following trip.
13. If any mechanical and other defects are noticed in the bus it is the responsibility of the driver to draw the attention of the correspondent and set them right. For it is the driver who will be held responsible for whatever defect in the vehicle that has not been attended to.
14. Compensation will be claimed from the driver for any damages on the vehicle.
15. As soon as the daily maintenance of the vehicle is over, the driver should immediately report himself to the office and do any work entrusted to him by the office superintendent/Higher authorities. They should be available in the places assigned to them and should leave those places even on duty only after recording their movements in the register.
16. The driver can normally take any leave only after making an alternative arrangement and reporting it to the Transport Officer. In cases of emergency like illness, either the correspondent or the principal should have been contacted and assurance got from them that they would arrange substitutes.
17. It is the responsibility of the driver to draw the attention of the staff concerned to get tax renewed and diesel filling and other things done.
18. While on duty the driver should always be in uniform.

**j. OFFICE ASSISTANT (Attenders)**

1. Office assistants are at the service of the office where they are allotted.
2. They are responsible for the opening and closing of the office of their service and its cleanliness and up-keep
3. They should be present in the place of service well in advance and leave the place only after the superior leaves.
4. They are to carry out the instructions of the higher authorities.

**k. OTHER BASIC STAFF (Sweepers, Housekeepers, Gardeners and Scavengers)**

1. Those in-charges of keeping the premises clean are expected to arrive early enough and carry out the cleaning work in the place allotted to them well in advance.
2. They are to observe the time schedule prescribed to them for their work.

**I. The *Chaplain* of the college is responsible for the smooth functioning of the College Library and liturgical programs organized by the college.**

**13. Filing System**

The following are the list of records to be maintained by the College Office.

**I. Account section**

1. Fee Receipts
2. Daily Fee Collection list & Cash book
3. Student Attendance Register
4. Fee Collection list
5. Scholarship holders list
6. Leave Register
7. Endowment List
8. Teaching Staff & Non-Teaching Acquaintance
9. Department Cash book
10. Provident fund Register
11. Pass Books
12. Refund Register
13. Bank Letters

## **College Office**

### **II. Management**

- a) Trust Deed
- b) Board Meeting Report
- c) Government Order
- d) Minority Status Letter
- e) Purchase Register
- f) Maintenance Register
- g) Building License/Fire/Stability/Health Certificate
- h) EB Maintenance Letters
- i) Staff/Non Teaching Requirement Files

### **III. Principal**

- a) Staff Meeting Report
- b) Staff Council Report
- c) Student Council Report
- d) Department Meeting Report
- e) Staff Work Load
- f) University Syllabus
- g) Discipline /Enquiry Committee Meeting Report
- h) Dept Association File
- i) PTA Meeting Report
- j) Annual Report
- k) Ant ragging Meeting Report
- l) College /Sports/Graduation Day Evaluation Report
- m) Mobile number of Teaching /non Teaching Staff
- n) Important phone Numbers

#### **IV. Staff**

- a) Teaching Staff & Non-Teaching Staff Attendance Register
- b) Casual Leave register for Teaching Staff & Non – Teaching
- c) Register of other leave other than Casual
- d) Appointment Order
- e) Staff Salary & Service & Attendance Certificate
- f) Postage Register
- g) Stock Register – Lab/furniture/ Library/Sports / Audiovisual/ Department/ Electrical/etc.
- h) Inward Register
- i) Outward Register
- j) Website work

#### **V. J.D Office Correspondence**

- a) Admission Guidelines
- b) Other Letters

#### **VI. M.S. University Registrar letter**

- a) Affiliation Permanent/Temporary
- b) Affiliation and Inspection Fees
- c) Principal/Staff Approval
- d) Staff Guide ship
- e) Re-admission, Transfer Students Order Copy
- f) Eligibility Certificate/ Migration Certificate
- g) Other Language Order copy
- h) New Course Affiliation Copy
- i) Other Letters

## **VI. M. S. University Controller Office**

- a) Remuneration
- b) Consolidate Mark Statement Name List
- c) Provisional Certificate Name List
- d) Degree Certificate Name List
- e) Examination Internal and university
- f) Examination payment
- g) Data Entry/Internal Mark Entry/Elective and allied Details

## **VII. Students**

- a) Bonafide Certificate
- b) TC
- c) Admission Details
- d) Admission Documents
- e) Scholarship Details (Name List)
- f) Attendance Certificates
- g) Bus concession

## **VIII. College Bus**

- a) Students Name List
- b) Bus Route
- c) Student Bus Fees Amount Details
- d) Drivers Name with Phone numbers
- e) Requirement/ Resume
- f) FC/Permit/ Tax/ Insurance Details
- g) Income/Expenditure Details

## **14. MANAGEMENT SCHOLARSHIP SCHEMES**

Scholarships have the power to change the course of students' life, as it gives them the opportunity to reach their dreams. The Management assists the students to attain their educational goals. The Scholarships are provided by scrutinizing and identifying the right choice of students under the guidance of Bursar and a scholarship committee operated under the direction of the Bursar.

## **15. SALARY POLICY**

Our college being a self-financing institution does not receive grant or financial assistance from Central or State Governments or any other agencies. It is run solely from the fees received.

Taking the above into account the pay arrangements in the college will not be uniform. As for exceptions, decisions taken by the Board members considering case by case, on the basis of the availability of the personnel and funds and also the recommendations of the finance and technical committees.

## **16. LEAVE RULES**

### **a) General**

1. The correspondent or his delegate is the leave sanctioning authority.
2. For two or more days of casual leave the faculty should submit the leave application to the Secretary and permission should be availed whereas for one day the Principal is authorized to grant permission.
3. Application for leave shall be made in the prescribed form.
4. Leave applications shall be submitted through proper channel.
5. Leave cannot be claimed as a matter of right. When the exigency of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.
6. An employee on leave may not return to duty before the expiry of the period of leave granted to him unless she/he is permitted to do so by the authority, which granted his/her leave.
7. An employee on leave may not take any outside service or accept any employment during the leave period.

**b) Punctuality in Attendance**

1. Staff members shall sign the attendance register on each working day
2. Permissions may be granted for an hour a day twice in a month by the principal as provided for by him.
3. Availing permission for a third time or coming late for a third time in a month shall be treated as a half a day casual leave.

**c) Casual Leave**

1. Casual leave can be granted for 12 days in a year, at the rate of one day per month of service.
2. In the case of planned leave, application for leave shall be submitted one day prior to availing leave. On unavoidable circumstances, such as sudden illness or unforeseen urgency, the application shall be submitted before duty time on the first day of the leave. Leave can be refused for belated submission of leave application. It is the responsibility of the incumbent to see that the leave application reaches the competent authority before the time. Casual Leave shouldn't be informed through the competent authority through SMS.
3. It can be combined along with public holidays, but such period shall not exceed ten days.
4. Temporary staff will be granted casual leave at the rate of one day per month of service.

**d) Medical leave**

1. Medical leave is admissible to the staff according to the policy of the College Board.
2. Medical leave can be granted on medical grounds subject to the production of medical certificates from a registered medical officer.
3. Medical leave shall be sanctioned on genuine medical reasons only. Medical will not be sanctioned for other reasons like examination, marriage, house construction, family function etc.
4. On expiry of the medical leave, the applicant should produce a fitness certificate from a registered medical practice along with a join report.

**e) Maternity Leave**

Married women members who are in regular service are eligible for 30 days of maternity leave with full salary and for the next 30 days leave if needed can be extended with loss of pay. The members of temporary service can also be permitted but on loss of pay.

**f) Marriage Leave**

A leave for 10 days on loss of pay shall be granted for the marriage of the members of the staff.

**g) General Rule**

1. Other duty permissions are granted by the Principal, Requests for permissions to go out for other duty, during working hours shall be submitted through proper channel in the prescribed form in person before the period of other duty (Previous day if it is the first hour).
2. Members of the staff are supposed to sign the attendance roster and scan their finger print in the biometric system installed in the college office before 9.30 am on all working days. Late attendance for a period of 3 days will be considered as half day CL. Members of the staff failed to sign the attendance roster and scan their finger print on any working day will be considered to be on Casual Leave or Absent on the same day.
3. Faculty who are not reporting to college on time as stated above will be supposed to sign the Late attendance register after getting due permission from the Principal.
4. No general permission will be granted on working days to attend functions in the houses of the members of the staff and students. Casual leave for such functions will be granted only subject to the condition that the normal working of the institution is not affected.
5. Members of the staff who are in regular service, applying for part-time courses in the relevant field should get prior permission from the management, permission will be granted only if the following conditions are satisfied.
  - a) Smooth conduct of class work is ensured. The member is expected to continue his/her service in this institution at least for the next three years after acquiring the additional qualification.



- b) Otherwise she/he will have to pay three months salary before getting relieved.
- 6. Staff members shall submit their original certificates while joining duty.
- 7. No staff member shall apply for any other job without the permission of the correspondent while in service.
- 8. When any member of the staff is absent without any kind of eligible leave the period of such absence shall be treated as unauthorized absence deserving disciplinary action.
- 9. Members of the staff shall sign the Movement Register when leaving the place of their duty.

## **17. MISCONDUCTS:**

The following are misconducts that are punishable.

- 1. Absence without leave or overstaying beyond the period of sanctioned leave without valid reason and permission.
- 2. Repeated unpunctual or irregular attendance.
- 3. Neglect of work, negligence in performing duties.
- 4. Breach of any rule of college or instructions by the authorities.
- 5. Causing nuisance on the premises of the college.
- 6. Attempting to collect or collecting money from the students and staff of the college without due permission of the competent authority.
- 7. Holding or attempting to hold or attending any meeting in the premises of the college without the prior permission of the competent authority.
- 8. Attempting to form a union or an association without permission.
- 9. Failing to show proper consideration, courtesy or attention towards superiors.
- 10. Resorting to victimization or partiality of any nature towards students.
- 11. Resorting to any practice, which is detrimental to the interests of the college.
- 12. Discourteous behavior towards members of the staff or towards visitors.

13. Using unparliamentarily words or behaving in a violent manner towards students.
14. Willful insubordination or disobedience whether alone or in association with others to the orders of a superior.
15. Dishonesty, fraud, misappropriation or theft.
16. Willful damage or causing loss to the college.
17. Making false allegations against superiors, colleagues or subordinates.
18. Any violation of the code of conduct or dereliction of duties and responsibilities.
19. Running business or money lending directly or indirectly.

#### **18. DISCIPLINARY ACTION PROCEDURE:**

1. The management may place any employee under suspension for any alleged misconduct pending enquiry.
2. No regular employee of the college shall be awarded a major punishment without following the disciplinary action procedure given hereunder.
3. A person against whom disciplinary action is proposed to be taken shall in the first instance be informed of the allegations against him/her and she/he shall have a proper opportunity to give his/her explanation. Final orders shall be passed after due consideration of all relevant facts and circumstances.
4. When the management is not satisfied with the explanation a charges sheet will be issued setting forth clearly the charges leveled against him/her.
5. The management will institute an enquiry if necessary.
6. Based on the findings, if the employee is found guilty, the management will decide on the punishment to be awarded.

#### **19. PUNISHMENTS:**

1. Any misconduct attracts any one or more of the following punishments.

**A. Minor punishments:**

- a) Warning
- b) Fine
- c) Withholding of increments without cumulative effect
- d) Recovery from pay of the whole or part of the pecuniary loss caused by negligence or breach of orders.

**B. Major punishments:**

- a) Censure or reprimand with entry in the service book
- b) Withholding of increments with cumulative effect
- c) Withholding promotion
- d) Reversion in rank or to a lower stage in a time scale
- e) Compulsory Retirement
- f) Suspension
- g) Dismissal

2. The authorities competent to inflict the punishments are:

*HOD* - Warning

*Principal* - Warning and fine

*Correspondent* - All Minor & Major Punishments

3. Authorities to institute disciplinary proceedings are those vested with power to impose punishments.

**20. ANTI SEXUAL HARASSMENT POLICY**

**a) SEXUAL HARASSMENT:** Sexual Harassment means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:

- ❖ Demand or request of sexual favours.
- ❖ Making sexually coloured remarks.
- ❖ Physical Contact & advances.
- ❖ Showing pornography.
- ❖ Any unwelcome physical, verbal or non verbal conduct of sexual nature.
- ❖ Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:
  - ❖ Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail or through any social media platform.
  - ❖ Verbal abuse of a sexual nature.
  - ❖ Touching or grabbing of a sexual nature.
  - ❖ Repeatedly standing too close to or brushing up against a person.
  - ❖ Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize).
  - ❖ Giving gifts or leaving objects that are sexually suggestive.
  - ❖ Repeatedly making sexually suggestive gestures.
  - ❖ Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace
  - ❖ Off-duty, unwelcome conducts of a sexual nature that affects the work environment.

**A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department either within or outside the campus.**

**b) THE COMMITTEE MEMBERS OF THE CELL SHALL HAVE THE FOLLOWING RESPONSIBILITIES:**

- ❖ Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.
- ❖ Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
- ❖ Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises) alleging sexual harassment by another member(s) of the College.
- ❖ Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

**c) POWERS OF THE COMMITTEE**

- ❖ The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- ❖ If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
- ❖ Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
- ❖ Upon production of documents / information called for by it, the Committee shall have the power to make copies of such documents / information or extracts there from; or retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
- ❖ The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.

- ❖ The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

#### **d) FUNCTIONS OF THE COMMITTEE - PREVENTIVE STEPS**

##### **It will be the endeavor of the committee:**

- ❖ To facilitate a safe environment that is free of sexual harassment.
- ❖ To promote behaviors those create an atmosphere that ensures gender equality and equal opportunities.

#### **e) REMEDIAL STEPS**

- ❖ To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
- ❖ To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- ❖ To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- ❖ To seek medical, police and legal intervention with the consent of the complainant.
- ❖ To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

#### **f) PROCEDURE TO BE FOLLOWED BY THE COMMITTEE**

- ❖ The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- ❖ The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- ❖ The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of

four (4) days from such direction or such other time period as the Committee may decide.

- ❖ Each party shall be provided with a copy of the written statement(s) submitted by the other.
- ❖ The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
- ❖ The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- ❖ The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- ❖ The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- ❖ As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- ❖ Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- ❖ The Committee shall make all endeavors to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
- ❖ The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

- ❖ Warning
- ❖ Written apology
- ❖ Bond of good behavior
- ❖ Adverse remarks in the confidential report
- ❖ Debarring from supervisory duties
- ❖ Denial of membership of statutory bodies
- ❖ Denial of re-employment/re – admission
- ❖ Stopping of increments / promotion/denying admission ticket
- ❖ Reverting, demotion
- ❖ Suspension
- ❖ Dismissal

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

## **21. DISCIPLINARY GUIDELINES FOR STUDENTS:**

- ❖ Students are responsible for their conduct within the college premises and are prohibited from doing anything, either inside or outside the College, which will amount to a breach of discipline or interference in the smooth functioning of the college.
- ❖ A student shall be liable to disciplinary action for any act of indiscipline. Disciplinary action may involve warning and/or suspension from classes, from the examinations, from the college library or even from the college.



- ❖ Students shall conduct themselves in a civil and dignified manner, and desist from offensive behaviour towards any section of the college community. Uncivilized behaviour and/or language shall be sternly dealt with.
- ❖ A student who faces any disciplinary action shall not be eligible for any special recognition from the college. This includes all kind of participation in intra-college and inter-college activities, scholarships, financial assistance provided to students and participation in the college festival and all other sports activities.
- ❖ Students shall maintain silence and decorum in class rooms and desist from disorderly behaviour. They must not loiter in the corridors or in front of class rooms or office rooms and create noise. Verbal abuses will also be considered as violation of the discipline.
- ❖ Playing any sports in the college corridors is strictly not allowed.
- ❖ Smoking in the college premises is an offence and is strictly prohibited under the law.
- ❖ Possession or the consumption of alcohol/ drug or any other addictive/illegal material is strictly prohibited in the college premises and will lead to termination from the college.
- ❖ Ragging in any form is strictly prohibited and is a punishable offense. Anyone involved in such cases will be dealt strictly with according to the
- ❖ Students shall take proper care of the college furniture and fixtures. They must not cause any damage to the college property. It could attract disciplinary action against them.
- ❖ Students are notified to not litter, lay or throw any kind of garbage in and around the campus.
- ❖ A designated parking space is provided for all students to park their vehicles with the valid sticker issued to them for the same. No vehicle would be allowed to be parked in any other part of the college premises.
- ❖ Students cannot form any society/club in the college without the prior permission of the Principal, nor shall any person can be invited to address a meeting in the college without the formal consent of the Principal.
- ❖ Students suffering from any contagious or infectious disease are suggested to not attend college during the phase of illness.

- ❖ Students who regularly are absent from the college for no valid reasons can be removed from the college rolls.
- ❖ All notices/circulars issued time to time will be binding on all students without exception.
- ❖ The college has a zero- tolerance to ragging and an kind of harassment actions
- ❖ The following shall amount to acts of gross indiscipline:
  - ❖ Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of any Department and against any student within the college campus.
  - ❖ Carrying of, use of, or threat to use of any weapons;
  - ❖ Any violation of the provisions of the Civil Rights Protection Act, 1976;
  - ❖ Violation of the status, dignity and honor of students belonging to the scheduled castes and tribes;
  - ❖ Any practice-whether verbal or otherwise-derogatory of women;
  - ❖ Any attempt at bribing or corruption in any manner;
  - ❖ Willful destruction of institutional property;
  - ❖ Creating ill-will or intolerance on religious or communal grounds;
  - ❖ Causing disruption in any manner of the academic functioning of the University system;
  - ❖ Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Principal, may in the exercise of his/her powers aforesaid order or direct that any student or students-
    - be expelled; or
    - be, for a stated period rusticated; or
    - be not for a stated period, admitted to a course of study in a College,
    - be fined with a sum of rupees that may be specified; or

- be debarred from taking a University or College or Departmental Examination or Examinations for one or more years.
- ❖ Ragging is strictly banned in the College. If anybody indulges in any form of ragging, strict action will be taken. Ragging is prohibited by law and the college. The college ensures that ragging is prevented by following the provisions of the regulations and by punishing those who indulge in ragging as provided in the regulations and the appropriate law in force. The Tamilnadu Prohibition of Ragging Act, 1997 and The Tamilnadu Prohibition of Ragging Rules, 1999

## **Regulations**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

## **22. RESIGNATION**

Any member of the staff intending to tender resignation shall send prior notice three months before the date of resignation to the correspondent through proper channel. Those seeking immediate relief shall remit three months salary or an amount equivalent to the days she/he delayed in sending the resignation letter. This is not applicable in the case of an employee in suspension or under disciplinary action.

## **23. RETIREMENT**

### **a. Regular Retirement**

The age of retirement for all the employees is fixed according to the Government norms.

**b. Voluntary Retirement**

An employee shall be permitted to retire from the service voluntarily by giving notice of not less than 3 months in writing to the management in advance or paying of three month's salary in lieu of notice. When an employee under suspension or against whom a disciplinary action is pending, seeks to retire voluntarily, the management reserve the right to withhold the permission sought by the employee.

**c. Compulsory Retirement**

When the management is dissatisfied with any employee, instead of terminating his/her service, with dismissal she/he may be compulsorily retired in view of the advantages that accrue to the employee on retirement.

***III. AMENDMENTS***

The Managing Trustee reserves the right to amend any of the provisions of this Manual.

***MANAGING TRUSTEE***