



*Ready for  
Every Good Work*

# **SACRED HEART COLLEGE (AUTONOMOUS)**

**Tirupattur – 635 601, Tamil Nadu, S.India**

**Resi : (04179) 220103**

**College : (04179) 220553**

**Fax : (04179) 226423**

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A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

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## 6.2.1 HR Policy



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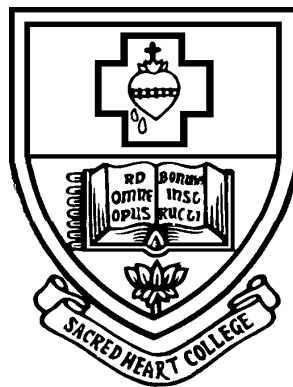
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# H.R. Policy Manual

## June 2017



**“Ready for every good work”**

## **1. Framework**

- 1.1. Don Bosco, Priest and Educator, founded the Salesian Congregation to carry out his educational, pastoral project. His vision is carried out today by the Salesians of Don Bosco. For organizational purpose they are divided into provinces and individual institutions.
- 1.2 Sacred Heart College is owned and administered under the authority of the Salesian Province of Chennai which is the Parent Body. Each Don Bosco institution, although a separate Registered Society, is a subsidiary of the above said parent body and as such the Institution has only the use of the property both moveable and immovable and not the ownership. The assets of the Institution belong to the Salesian Province of Chennai.
- 1.3 The Management Council of Sacred Heart College (Rector, Principal, Administrator and other Salesians) is appointed by the Salesian Provincial of Chennai, who retains the right to transfer the Salesians or to change one's duties.
- 1.4 The ordinary affairs of the College are managed by the Management Council.
- 1.5 The day-to-day administration of the College is vested in the Rector/Secretary and the Principal who are both nominees of the Salesian Province of Chennai and are members of the same, assisted by the Management Council.

## **1. Terms & Definitions**

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

- 1.1 "Parent Body" means the Salesian Province of Chennai i.e. The Provincial and his Council, which has established, owns and manages the College.
- 1.2 "College" means the Sacred Heart College affiliated to Thiruvalluvar University and belonging to the Salesian Province of Chennai.
- 1.3 "Society" means the South Indian Salesian Society, registered in Chennai.
- 1.4. "The Provincial" means the Head of the parent body.
- 1.5 "Minority College" means a college established and run by a minority community by rights conferred by Clause 1 in Article 30 of the Constitution of India.
- 1.6 "The Management Council" consists of the Rector, Principal, Additional Principal, Administrator and other Salesians lawfully duly appointed by the Salesian Provincial of Chennai to manage the ordinary affairs of the college in respect to carry out the educational policy of the Parent Body. It is also called the Local Council of the Governing Body of the South Indian Salesian Society, the body that represents the Parent Body in law having complete and final authority of this Institution.

- 1.7 “Rector/Secretary” means the ex-officio Head of the Institution appointed by the Provincial who is ultimately responsible for the implementation of the policies and objectives of the college.
- 1.8. “Principal” means the executive head of the College who runs the day-to-day administration of the College in collaboration with the Rector/Secretary, and is the liaison with other authorities, educational and civil.
- 1.9. “Employees/Staff” means all persons appointed to serve in the College as teachers, Office-Clerical or as other support/Grade IV staff.

## **2. Parent Body**

2.1. The Parent Body of Sacred Heart College is the Salesian Province of Chennai with its registered office at “The Citadel, 45 Landons Road, Chennai 10”. It is legally constituted and run according to the Constitutions and Regulations of the Salesian Society and the Memorandum and Rules of the Registered Society. The South Indian Salesian Society bears Reg. No. S.20 of 1945-1946.

2.2. The Parent Body, reserves to itself certain rights in relation to:

2.2.1. **Education Policy:** It retains the right to determine and/or approve all policy matters in all areas of College life: Christian Doctrine, Value Education, Intellectual-Moral-Physical education and the formation of the students, Evaluation, Retention, Admissions, Dismissals, Punishments, Extension of Service and In-Service Training. The Parent Body is also responsible for approving all personnel policy. It recognizes the Educational Pastoral Plan of the Province and the Diocese and promotes them within the College.

2.2.2. **The College:** The Parent Body retains the right:

- a) To expand or alter its nature or status or to close down the college.
- b) To upgrade/downgrade the college, add or eliminate sections/departments.
- c) To approve the prospectus, salary scales, fee structure.
- d) To spell out the policies in keeping with the socio-political needs of the context and the Catholic philosophy, aims and objectives of the Salesian Society.

2.2.3. **Property:** Final control and ownership of all immovable and movable property and assets belonging to the Parent Body.

- a) Permission in writing from the Parent Body is required for any formal agreement regarding leasing, renting and granting permission to use the premises since the ownership belongs to the Parent Body.

- b) This will be done through a contract which will be signed by the Management Council on behalf of the Parent Body.
- c) All alterations to the existing ground and buildings as well as all new constructions require the written permission of the Parent Body. The execution of them will be left to the Management Council.

## **Boards and Committees**

### **3.1. Governing Body**

#### **Composition**

1. Five members from the Management as per the Constitution, with the Chairman.
2. Two members from the teaching staff of the college, to be nominated by the Principal, based on seniority.
3. One member to be nominated by the Management, from the category of either educationist or industrialist.
4. One member to be nominated by the University Grants Commission.
5. One member to be nominated by the State Government: Either an Academician not below the rank of a Professor or a State Government official of the Directorate of Higher Education/State Council of Higher Education.
6. One member to be nominated by the University
7. Principal of the college as ex-officio member.

#### **Term**

The term of all nominated members shall be for a period of two years and the term of UGC nominee thereon will be six years.

#### **Meeting**

At least thrice a year

#### **Functions**

1. Lay down services conditions, emoluments, traveling allowances the teaching and non-teaching staff in the college for management staff.
2. Lay down procedure for selection/recruitment of teaching / non-teaching staff and to appoint the same in the college.
3. Regulate and enforce discipline among members of teaching and non- reaching staff in accordance with the rules / procedure laid down in this regard.
4. Invest any money belonging to the college in stocks, funds, shares or securities or in the purchase of immovable property.
5. Transfer or accept transfer of any movable or immovable property of the college.
6. Fix the fees and other charges payable by the students of the college on the recommendation of the Academic Council after obtaining advice of the Finance Committee.

7. Entertain, adjudicate upon and if sought for, constitute a committee for advice to redress the grievance of the members of staff of the college.
8. Delegate administrative and financial powers to the Principal and other functionaries in the college for its smooth functioning.
9. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of Academic Council.
10. Accept endowments for specific purposes.
11. Approve institution of new programmes of study leading to degrees and/or diplomas.
12. Approve annual report of the college.
13. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and to fulfil the objectives for which the college was established.

#### **Standing Committee of the Governing Body**

1. Secretary of the College
2. Principal
3. Additional Principal
4. Vice Principals
5. Controller of Examinations
6. The Staff Representatives

#### **Meeting**

At least twice a year.

#### **Functions**

1. Pass the semester results.
2. Nominating experts for Academic Council
3. Prepare the agenda for the Governing Body Meeting

#### **4. Academic Council**

##### **Composition**

1. Principal
2. All the HODs
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts from outside the college, representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc. to be nominated by the Governing Body.
5. Three nominees of the University
6. A faculty member nominated by the Principal

**Term**

Two years

**Meeting**

At least once a year

**Functions**

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, the academic regulations, curriculum, syllabi and modification thereof, instructional and evaluation arrangements, methods procedures relevant thereto etc. provided that where the Academic council differs on any proposal it will have a right to return the matters for reconsideration to the Board of Studies concerned or reject it.
2. Make regulations regarding the admission of students to different programmes of study in the college.
3. Frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students evaluation and student advisory programme in the college.
4. Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels.
5. Approve candidates for conferment of degrees, diplomas or certificates by the University.
6. Recommend to the Governing Body proposal for the institution of new programmes of study.
7. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations, for the award of the same.
8. Advise the Governing Body on suggestions pertaining to academic affairs made by it.
9. Perform such other functions as may be assigned by the Governing Body.

**5. Board of Studies****Composition**

1. Head of the Department
2. The entire faculty of each department
3. Two experts in the subject from outside the college to be nominated by the Academic Council.
4. One expert nominated by the principal
5. One post graduate meritorious alumnus to be nominated by the Principal
6. One representative from industry of corporate sector relating to placement

**Term**

Two years

**Meeting**

At least once a year

**Functions**

1. Prepare syllabi for various courses keeping in view the objectives of the college and the national requirement for consideration and approval of the academic council.
2. Suggest methodologies for innovative teaching and evaluation techniques
3. Suggest panel of names to the Controller of Exams for appointment of examiners.
4. To coordinate research teaching extension and other academic activities in the Department/College.

**6. Finance Committee****Composition**

1. Secretary
2. Principal
3. Vice Principal (Day College)
4. Vice Principal (Evening College)
5. Administrator
6. Teacher Representative

**Term**

Two years

**Meetings**

At least twice a year

**Functions**

1. The finance committee will be an advisory body to the Governing body.
2. Preparing the budget proposal for the college taking into consideration possible income and expected expenditures. The budget should cover allotment of funds for various departments for the year.
3. Evaluation of the general financial management.

**7. Admissions Committee****Composition**

1. Principal and Chairman
2. Vice Principal (Day College)
3. Vice Principal (Evening College)
4. Addl. Vice Principal (Day College)
5. Addl. Vice Principal (Evening College)
6. Teacher representative from senior most SG cadre



7. Teacher representative belonging to SC/ST (for UG & PG separately)

### **Term of the members**

The nominated member shall be two years.

### **Meetings**

The Admissions Committee shall meet at least twice a year

### **Functions**

1. Fix programmes for admission
2. Assist the Principal in selecting the students
3. Check eligibility criteria
4. Advise students to choose the group
5. Adhere to Government guidelines regarding admission

## **8. IQAC**

### **Composition**

1. Secretary
2. Principal
3. Administrator
4. Vice Principal (Evening College)
5. Vice Principal (Day College)
6. Controller of Examinations
7. Staff representative from Science
8. Staff representative from Arts
9. Office Manager
10. Representative from extension activities

### **Term**

Three years

### **Meetings**

At least thrice a year

### **Functions**

1. Development and application of quality benchmarks/parameters in various activities of the institution.
2. Dissemination of information on quality aspects.
3. Organization of discussions, workshops, seminars and promotion of quality circles.
4. Recording and monitoring quality measures of the institution.
5. Acting as a nodal agency of the institution for quality-related activities.
6. Preparation of the Annual Quality Assurance Report and such other reports as may be decided from time to time.

## **9. Curriculum Development Cell Composition**

1. Principal
2. Vice Principal
3. Heads of Departments
4. Teacher representing U.G. Courses
5. Teacher representing P.G. Courses
6. Student Nominee from U.G.
7. Student Nominee from P.G.

### **Term of Office**

The nominated members shall be two years

### **Meeting**

The Curriculum Development Cell will meet at least thrice a year

### **Functions**

1. Evaluate the existing curriculum and suggest revision
2. Need assessment of society, students and industry
3. Curricular designing and its organization
4. Industrial and global trends
5. Developing information data base from stakeholders

### **10. Examination Committee Composition**

1. Controller of Examinations
2. Additional Vice Principal
3. Staff Representative from Science
4. Staff Representative from Arts
5. Staff Representative from Languages
6. Staff Representative from PG
7. Assistant from Controller's Office

### **Meeting**

Twice a semester

### **Functions**

1. Preparing examination time table
2. Smooth conduct of examinations
3. Examination reforms
4. Dealing with malpractices in the examinations

## **11. Library Committee Composition**

1. Director of Library
2. Librarian
3. Dean (Day College)

4. Dean (Evening College)
5. Student representative from day college (from student welfare council)
6. Student representative from evening college (from student welfare council)

### **Meeting**

At least twice a year

### **Functions**

1. Library working hours
2. Library services
3. Administrative problems in the library

## **12. College Research & Publication Committee**

### **Composition**

- i) Research Director
- ii) One duly approved Research Guide from each department.

### **Functions**

1. Promotes research in all disciplines
2. Looks for various research facilities from government and non government agencies and write projects accordingly.
3. Encourage the Staff members to write research articles and publish them in the Sacred Heart Journal or any other International or National journals.
4. Bring out at least two Sacred heart Journal every year.
5. Look out for Consultancy from government and non-governmental agencies.
6. Create in the students a taste for research by organizing seminars, workshops and guest lectures etc.
7. Form a Research club that will meet once a month to discuss the recent developments in research.
8. Enable the participation of both staff and students at various seminars and workshops both in the country and abroad.
9. To establish MOU with national and International bodies particularly in the field of research.

## **13. Planning and Evaluation Committee**

### **Composition**

1. Principal and Chairman
2. Vice Chairman and Controller of Examinations
3. Addl. Vice Principal (Day College)
4. Dean of Student Welfare
5. Two Teachers Representatives
6. Director of Library

7. Librarian
8. Physical Director
9. Office Superintendent
10. Convener
11. One Student Representative (PG)
12. One Student Representative (UG)

### **Term of the Member**

The nominated members shall hold office for two academic years

### **Meetings**

The Planning & Evaluation Committee shall meet at least four times a year

### **Functions**

1. The Planning and Evaluation Committee shall Plan for the Academic Programmes of the college as a whole
2. Co-ordinate the activities of various departments, wings, association etc.
3. Conduct periodical review of the implementations of the programmes
4. Suggest follow-up action to be taken
5. Prepare a detailed report of the activities of the college during the academic year

## **14. College Magazine Committee**

### **Composition**

1. Principal
2. Vice Principal (Day College)
3. Vice Principal (Evening College)
4. One from Science Faculty
5. One from Arts Faculty
6. One from PG Departments
7. One from English Department
8. One from Tamil Department

### **Term of the Member**

The nominated members will be two years

### **Meeting**

The College Magazine Committee will meet at least thrice a year

### **Functions**

1. Invite articles, titbits, reports for the magazine
2. Select materials for the magazine
3. Design cover page
4. Place order for printing
5. Proof-read the draft

## **15. Grievance Redressal Committee Composition**

1. Secretary
2. Principal
3. Vice Principal (Day College)
4. Vice Principal (Evening College)
5. Addl.Vice Principal (Day College)
6. Addl.Vice Principal (Evening College)
7. Dean of Day College
8. Dean of Evening College
9. Physical Director 10.Office Superintendent

### **Term**

The members will remain as long as they hold the respective office

### **Meetings**

The Grievance Redressal Committee will meet at least twice a year and as often as the occasion demands

### **Functions**

1. Elicit information from different quarters concerning common dissatisfaction, cause for the same
2. Adjust preventive measures
3. Call for meeting and have an interaction with the students, staff
4. Assist the Management in setting issues amicably
5. Act as liaison office between management and staff, staff and students etc.

## **16. Placement Cell Composition**

1. Director of Vazhikaatti
2. Representatives from each Department

### **Term**

The representatives will be two years

### **Meetings**

The placement cell will meet at least thrice a year

### **Functions**

1. Arrange for campus interviews
2. Get in touch with various institution, employers, call centres, industries
3. Create Memorandum of understanding with reputed organizations
4. Conduct career guidance seminars
5. Disseminate information regarding placement opportunities

## **17. Hostel Committee**

### **Composition**

1. Warden
2. Asst.Warden
3. Head Cook
4. Five student representative chosen from different economic status

### **Term**

The nominated members will be four years

### **Meeting**

The Hostel Committee will meet at least twice a year

### **Functions**

1. Suggest menu
2. Take steps to avoid wastage
3. Suggest measures to reduce cost without sacrificing quality

## **18. Alumni Association**

### **Composition**

1. Principal
2. Representative from different walks of life

### **Term**

The representative will be three years

### **Meeting**

The Alumni Association will meet at least thrice a year

### **Functions**

1. Establish constant contact with Alumni
2. Document the profile of Alumni
3. Arrange for an interaction with the present students

## **19. Documentation and Project Committee**

### **Composition**

1. Principal
2. Vice Principal (Evening College)
3. Vice Principal (Day College)
4. Staff representative from Science Departments
5. Staff representative from Arts Departments
6. Office Manager
7. Documentation and Project Office Staff

### **Term**

Three Years

## **Meeting**

At least thrice a year

## **Functions**

1. Document profiles of all staff and students
2. Document all the activities in the campus and outside campus
3. Preparing the working document for any committee
4. Publicity
5. Write and follow up the projects

## **20. Extension Services Committee**

### **Composition**

1. Principal
2. Vice Principal (Day College)
3. Vice Principal (Evening College)
4. All the presidents of non-academic associations
5. Directors of extension service centers
6. Office Manager

### **Term**

Three years

### **Meeting**

At least twice a year

### **Functions**

1. Coordinate the extension activities
2. Plan for the new developments
3. Assessment of the extension services
4. Act as liaison office between management and staff, staff and students etc.

## **21. Student Welfare Committee Composition**

1. All the class leaders
2. All the Academic Association Secretaries
3. All the Non-Academic Association Secretaries
4. Vice Principal
5. Dean – Convener

### **Term**

One Year

### **Meeting**

Once in a month

## **Functions**

1. Evaluation of Students Service
2. Suggestions for improvement
3. Class Quality Circles (CQC)

## **Roles and Functions**

### **1. The Secretary**

- 1.1 The Secretary is appointed by the Chairman of the College for a period of 3 years and may be re-appointed.
- 1.2 The Secretary is the Administrative Head of the College and he represents the Management before the Government. He deals with the University, the Government, and the Director of Collegiate Education on all matters relating to the general administration of the College. He plays a supportive role in the academic community headed by the Principal and complements his work.
- 1.3 The Secretary of the college has the following administrative functions in consultation with the Principal: appointment of the staff, approval of the probationary period of the staff and confirmation of their appointment, promotion of the staff, disciplinary action against the staff, maintenance of their service registers, salary of the staff, sanction of increment, provident fund, loan, recovery of loan and closure, income tax, all kinds of leave except casual leave and legal matters. He has to keep in touch with the educational authorities and seek speedy solution for administrative problems. He must be familiar with all GO's issued by the Government from time to time.
- 1.4 The secretary is an ex-officio of the Governing Body of the college. He also serves as a member in important policy making committees of the college.
- 1.5 The Secretary administers scholarships and sanctions fee concessions for deserving students.
- 1.6 The secretary will see to the mobilization of funds for the development of the college.
- 1.7 The secretary as Rector is the chief animator and father of the institution. The staff and students can approach him freely for support and guidance. He is directly responsible for the animation of the staff and the students, in particular the hostellers.

### **2. The Principal**

- 2.1 The Principal is appointed by the Chairman of the Board of management of the college.



- 2.2 The Principal is the academic head of the college, and is the executive authority of the college. As the leader of the academic community of the institution, he should provide a climate necessary for the intellectual pursuit of the staff and the students. He plays a vital role in motivating and inspiring the academic community towards excellence.
- 2.3 The Principal runs the day today administration of the college and keeps the secretary informed of all matters of general and financial administration. He represents the college in all academic institutions like University Grants Commission, the University, AIACHE, Xavier Board, IUS, etc.
- 2.4 The Principal runs the day to day administration of the college, plans and executes all academic programs including research, consultancy and certificate courses, allots work to the teaching and non-teaching staff in consultation with the secretary, routes the leave applications (except casual leave) to the Secretary, supervises the teaching and non-teaching staff, monitors attendance of the staff, draws up the calendar and time table , facilitates co-curricular and extra-curricular activities, admits students in accordance with the policy of the Government and the management council and maintains students and staff discipline.
- 2.5 The Principal responsible for the efficient functioning of the Heads of Departments and the faculty and evaluating their performance. He maintains the movements register of HODs. He evaluates the performance of teaching and non-teaching staff in each department.
- 2.6 The Principal is directly responsible for the composition and functioning of various bodies and committees under autonomy. He implements and follows up the statues of autonomy, in tune with the recommendations of autonomy review committees. He is also directly responsible for quality sustenance and quality enhancement in higher education as per NAAC guidelines.
- 2.7 The Principal is in charge of financial administration of the college. He prepares the annual budget for the college and gets the approval of the Management Council.
- 2.8 The Principal is officially in-charge of the hostels. He delegates the powers to the Vice Principal and Wardens respectively.
- 2.9 He is the recommending authority for loans to the teaching and non- teaching staff.

### 3. Additional Principal

- 3.1 The Additional Principal is appointed by the Secretary with the consent of the Chairman of the college

- 3.2 The Additional Principal takes the place of the Principal to run the second shift courses of the college.
- 3.3 The Additional Principal works along with the Principal to provide a climate necessary for the intellectual pursuit of the staff and the students. Together they plan the common programmes of the college.
- 3.4 The Additional Principal supervises all the academic programmes of the II shift of the college and keeps the Principal informed of relevant administrative matters. He plans and executes all academic programmes including research, consultancy and certificate courses, allots work to the teaching and non-teaching staff in consultation with the principal, routes the leave applications (except casual leave) to the Secretary, supervises the teaching and non-teaching staff, monitors attendance of the staff, draws up the calendar and timetable, facilitates co-curricular and extra-curricular activities, admits students in accordance with the policy of the Government and the management council and maintains students and staff discipline.
- 3.5 The additional Principal is responsible for the efficient functioning of the Heads of Departments and the faculty of the II shift and evaluates the performance of the teaching and non teaching staff in each department. He maintains the movements register of HODs. He evaluates the performance of teaching and non-teaching staff in each department.
- 3.6 The Additional Principal prepares the annual budget for the 2nd shift in consultation with the Principal and gets the approval of the management council.
- 3.7 The Additional Principal proposes to the Management Council the candidates deserving scholarships.

#### 4. Controller of Examinations

- 4.1 The controller of examinations is appointed by the Secretary of the college in consultation with the Management council
- 4.2 He prepares the budget for the Controller's office and gets it approved by the Management council.
- 4.3 He appoints the Question paper setters and examiners in the name of the college Council in consultation with the Principal and HODs.
- 4.4 He approves the payment of remuneration to the question paper setters and the examiners.
- 4.5 He publishes the semester examination results after the approval of the Governing Body.
- 4.6 He publishes the examination timetable after the approval of the Principal.

- 4.7 He forwards the results to the University for the award of Degree.
- 4.8 He prepares and sends the semester mark sheets and the cumulative mark sheets to the HODs and keeps the record.
- 4.9 He supervises the Controller's office staff and sanctions leave for its office staff.
- 4.10 He is the Convener for the Examination Committee.
- 4.11 He is in charge for all examinations both CA and Semester.

## 5. Vice Principal

- 5.1 The Vice Principal is appointed by the Secretary with the consent of the Chairman of the college.
- 5.2 The Vice Principal takes the place of the Principal in his absence for the ordinary running of the college.
- 5.3 He is in-charge of maintaining general discipline of the college.
- 5.4 He is in-charge of ID cards for students.
- 5.5 He signs late slips.
- 5.6 He prepares the semester (departmental and general) time table in consultation with the HOD's.
- 5.7 He is the Chief Superintendent of Semester Examinations.
- 5.8 He visits the examination halls during internal tests and semester examinations.
- 5.9 He monitors together with the Principal the attendance / class regularity of the faculty.
- 5.10 He approves class tours, field trips in consultation with HOD's.
- 5.11 He coordinates all functions and cultural programs of the college.
- 5.12 He coordinates the activities of associations and the department of games and sports.
- 5.13 He coordinates seminars, workshops and conferences of academic nature in the college.
- 5.14 He identifies the students for scholarships and coordinates the scholarship schemes.
- 5.15 He coordinates the organization of bridge courses, spoken English courses and remedial classes.
- 5.16 He recommends students for student aid fund and supervises the selection of students for prizes and medals.
- 5.17 He scrutinizes and signs public notices and posters on common notice boards.

5.18 He arranges orientation program for the first year students in consultation with the dean.

5.19 He is responsible for the conduct of good morning talks.

#### 6. Additional Vice Principal

6.1 The Additional Vice Principal is appointed by the Secretary in consultation with the management council for a maximum period of three years.

6.2 He looks after the general discipline of the college along with the Vice Principal.

6.3 He signs the late slips.

6.4 He prepares the semester (departmental and general) timetable in consultation with the HODs.

6.5 He is the Chief Superintendent of semester examinations.

6.6 He coordinates academic association activities and promotes inter-departmental academic programmes,.

6.7 He coordinates seminars, workshops and conferences of academic nature in the college.

6.8 He ensures presentation of academic materials in the proper format for the academic council. He arranges for the students to take non-major electives offered in each semester and publishes the list much in advance.

#### 7. Dean of Student Welfare

7.1 The Dean is appointed by the Secretary in consultation with the management council for a maximum period of 3 years.

7.2 He takes care of vehicle passes, signs railway and bus concession forms.

7.3 He looks after the needs of day scholar students.

7.4 He recommends students for midday meals and student aid fund and supervises the selection of students for prizes and medals.

7.5 He helps the Vice Principal in arranging orientation program for the first year students.

7.6 He takes care of all matters relating to canteen, drinking water, banking facility, cycle parking etc.

7.7 He is the convener of the student welfare council and ex-officio member of the college council.

7.8 He looks after the day-to-day problems / needs of students (other than purely academic) and interacts with authorities concerned for redressal of grievances of students.

7.9 He guides students to officials for fulfilling their needs.

7.10 He looks into emergency health problems of students.

## 8. Head of the Department

- 8.1 The Head of the Department is appointed by the Secretary in consultation with the management council.
- 8.2 He strives to achieve academic goals and to develop research programs in the department with the support of the staff.
- 8.3 He assists the management council in staff selection process pertaining to the department.
- 8.4 He assists the Principal during admission of students.
- 8.5 He is present in the campus and available to the staff and students during the college working hours as and when required. He informs the Principal whenever he has to be away during the working hours of the college.
- 8.6 He is responsible for the smooth functioning of the department. He ensures the punctuality of the faculty in executing their assigned duties. He shares responsibilities with the members of the department and builds up team spirit.
- 8.7 He distributes the work equitably preferably avoiding sharing or splitting course-work unless it is very desirable or necessary in consultation with the faculty. The workload must be distributed to the faculty members and a copy be given to the Vice Principal well in advance. Any change in the department timetable should be communicated immediately to the Vice-Principal.
- 8.8 He holds faculty meetings at least once a month and facilitates interaction and sharing among staff. He evaluates with the faculty the semester results and plans appropriate action to improve the student performance. When he takes leave, he communicates to the next senior member of the faculty to take charge of the department.
- 8.9 He calls for Board of Studies Meeting (for BIIT) whenever necessary and monitors updating as well as introducing new syllabi/courses.
- 8.10 He plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students.
- 8.11 He helps the president of association to carry out association and extension activities.
- 8.12 He consults the faculty members and prepares the list of books and list of requirements for the department and submits them to the Principal before the end of March every year.
- 8.13 He meets the students individually and monitors the attendance of students of the department and calls the parents of defaulters for counseling.

- 8.14 He displays on the notice board the consolidated CA marks and hands over a copy to the Office Manager on time. He will distribute the semester mark sheets to the students and meet the parents of those who have failed.
- 8.15 He listens to grievances of students regarding department matters and addresses them in consultation with the Principal.
- 8.16 He ensures proper conduct of practical classes by giving in advance the requirements to the Lab Administrator.
- 8.17 He maintains the stock register of equipments like computers, OHP, etc.
- 8.18 He maintains the following files in the department.
  - a) Current Syllabus of all the papers offered by the department.
  - b) Semester-wise course teachers and work load of faculty members, additional responsibilities given to faculty members.
  - c) Minutes of the faculty meetings.
  - d) Minutes of the Board of Studies Meetings.
  - e) Staff Movement Register.
  - d) Class-wise list of students.
  - e) CA marks and semester results copies.
  - f) Department Calendar and the department activities.
  - g) Records of meetings with the students who have less than 75% attendance.
  - h) Leave Letters.
  - i) Annual Report of the Department along the 7 criteria of the NAAC.

## 9. UG HOD

- 9.1 The UG HOD is appointed by the Secretary of the college in consultation with the management council
- 9.2 He assists the board of management in staff selection process pertaining to the department.
- 9.3 He assists the Principal during admission of students.
- 9.4 He is available to the staff and students during the working hours of the college and if need be also outside the working hours.
- 9.5 He informs the PG HOD whenever he has to be away during the working hours of the college.
- 9.6 He ensures the punctuality of the faculty in executing their assigned duties.
- 9.7 In consultation with the PG HOD, he evaluates with the UG faculty the semester results and plans appropriate action to improve the students' performance. When he takes leave, he communicates to the next senior member of the faculty to take charge of the department functioning.

- 9.8 He plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students.
- 9.9 He helps the President of the association to carry out association activities.
- 9.10 He meets the students individually and monitors the attendance old students of the department and calls the parents of defaulters for counseling.
- 9.11 He displays on the notice board the consolidated CA marks and hands over a copy to the Controller of Examinations. He will distribute the semester mark sheets to the students and meet the parents of those who have failed.
- 9.12 He listens to grievances of students regarding department matters and redresses them in consultation with the Principal.
- 9.13 He maintains the following files in the department.
  - a) Current syllabus of all the papers offered by the department.
  - b) Semester-wise course teachers and workload of faculty members, additional responsibilities given to faculty members.
  - c) Class-wise list of students.
  - d) CA marks and semester result copies.
  - e) Department Calendar and the department activities.
  - f) Records of meetings with the students who have less than 75% attendance.
  - g) Leave letters.
  - h) Annual report of the department along the 7 criteria of the NAAC.

#### 10. Course Teacher

- 10.1 Every teacher is appointed by the Secretary of the College in consultation with the management council. The courses are allotted by the HOD in consultation with the department faculty.
- 10.2 He cooperates with the HOD and other faculty members in the efficient running of the department and works with team spirit for the good of the students and of the institution.
- 10.3 If he/she is given the responsibility of a class teacher, he has to be the academic counselor and mentor for that class.
- 10.4 He/she prepares course syllabus as per the instructions from the CDC and participates in Board of Studies meeting (for BIIT) in updating the existing courses or introducing new courses.
- 10.5 He/she adopts suitable, innovative and appropriate methodology with respect to teaching and evaluation.
- 10.6 He/she covers the various units of the syllabus in the stipulated time frame.

- 10.7 He/she coordinates with the HOD and Vice Principal in administering internal assessment, setting the question papers on time, valuing the answer papers, entering the marks in the mark-sheet and returning the answer papers to the students within 10 days of the date of the test.
- 10.8 He/she takes semester exams/internal tests/invigilation work seriously and checks malpractice.
- 10.9 He/she undertakes and helps in the research activities of the department.
- 10.10 He/she is actively involved in practical/project/library work.
- 10.11 He/she is available in the campus during college working hours and as and when required.
- 10.12 He/she is present with the students for all the college functions.
- 10.13 He/she arranges for guest lectures, field visits, seminars whenever useful and needed in consultation with the HOD.
- 10.14 He/she reports to class on time and should not leave the classes before scheduled time or cancel classes without informing HOD.
- 10.15 He/she is responsible for maintaining the attendance records of his/her students.
- 10.16 He/she does not admit students who come late to the class without the late-slip from the vice Principal.
- 10.17 He/she informs the HOD about casual leave in advance so that alternate arrangements could be made.
- 10.18 He/she makes up for the classes cancelled or missed due to his/her absence.
- 10.19 He/she identifies the weak students (after the first test) and provides special guidance and help for their improvement in studies.

## 11. Administrator

- 11.1 The Administrator is appointed by the Chairman of the college.
- 11.2 He is an ex-officio member of the Management in the Finance Committee of the college.
- 11.3 He is responsible and in-charge of the following: power Generator, Water supply and General Maintenance of the campus.
- 11.4 He is responsible for all the new constructions and major maintenance in the college.
- 11.5 He supervises the maintenance of the properties of the college.

## 12. Warden of the Hostels

- 12.1 The Wardens are appointed by the Chairman of the college.



- 12.2 The Principal of the college is the official warden of the hostels. Each warden administers the hostel and animates the students of the hostel in accordance with the directions given by the Management Council.
- 12.3 The Wardens look after the mess and the day-to-day maintenance of the hostel under the direction of the Management Council.
- 12.4 They present the accounts to the Management Council once in three months.
- 12.5 Along with the Students Finance Committee, the warden does the financial administration of the hostel.
- 12.6 He admits / readmits the students every year to the Hostel.
- 12.7 He takes disciplinary action including dismissal in consultation with the Management Council.
- 12.8 The Warden seeks the assistance of the sub-wardens in the normal running of the hostel.

### 13. Director of the Laboratory

- 13.1 The Director of the laboratory is appointed by the Secretary of the college in consultation with the management Council.
- 13.2 He takes responsibility for the smooth functioning of all the practicals.
- 13.3 He prepares the annual budget in the month of March for the next year and submits to the College management council for approval.
- 13.4 He manages the procurement and maintenance of lab articles.
- 13.5 He ensures that any item procured under UGC grant or special fee accounts are safeguarded as the assets of the college.
- 13.6 He ensures annual stock verification with the help of the faculty members of the department.
- 13.7 He allots the work to the lab assistants and routes the leave applications to the Principal.
- 13.8 He facilitates the Practical sessions for various programmes of both UG and PG (1st and 2nd Shifts) as per schedules drawn by the department.
- 13.9 He facilitates the practical sessions for IGNOU, Research scholars and other universities with the understanding of the Principal.

### 14. Director of Guezou Computer Centre

- 14.1 The Director of Guezou Computer centre is appointed by the Secretary of the college in consultation with the management council
- 14.2 The Director of the Computer centre is a member of the management council.

- 14.3 He takes responsibility for the smooth functioning and all activities of the computer centre on working days and holidays.
- 14.4 He prepares the annual budget in the month of March for the next academic year and submits to the Management council for approval. He prepares this based on the computing and infrastructure requirements of the Department of Computer Science, Guezou Computer Academy, and other programmes conducted such as IGNOU, Practicals, Research and Development etc.
- 14.5 He manages the procurement and maintenance of hardware, software, internet connectivity and other accessories as per the approved budget using fund provided through management accounts.
- 14.6 He keeps track of consumables for the Centre ( mainly Computer stationery) needed for practical sessions procured by the department from special fee account.
- 14.7 He ensures that any item (hardware or software) procured under UGC grant or special fee account are safeguarded as the assets of the college.
- 14.8 He ensures annual stock verification with the help of the faculty members of the department of Computer Science.
- 14.9 He does allotments of works to the management staff of the computer centre, routing of the leave applications to the Principal and maintaining non teaching staff discipline.
- 14.10 He facilitates the Practical sessions of the various programmes of both UG and PG (1st and 2nd Shifts) as per the schedule drawn by the Department.
- 14.11 He co-ordinates all Information Technology Training Programmes conducted by the Guezou Computer centre.
- 14.12 He supervises the functioning and maintenance of the Campus Network of the college, as per the direction of the Principal.
- 14.13 He provides support service (be it hardware, software or database) to the Information systems of the college in the college Administration office, Controller of Examinations and library, as and when requested by the Principal.  
He promotes web culture in the campus and coordinates the IMF team.

## 15. Director of Library.

- 15.1 The Director of Library is appointed by the Secretary of the college in consultation with the management council
- 15.2 He purchase the required materials and equipments for the library in consultation with the management council
- 15.3 He is in charge of the maintenance of the library.

15.4 He recommends leave for library staff.

15.5 He purchases the books according to the budget allotment in consultation with the Principal and HOD.

15.6 He signs every notice displayed in the library for the students and staff.

15.7 He is the member of the college Council

#### 16. Librarian

16.1 The librarian is appointed by the management.

16.2 He is in-charge of the books, magazines and all equipments in the library.

16.3 He classifies the books and periodicals and computerizes them.

16.4 He is responsible for lending books and magazines from the library.

16.5 He is member of the College Council and Academic Council.

16.6 He introduces the library to the new students and facilitates their reading in the library.

16.7 He facilitates the research work of staff.

16.8 He keeps track of the utilization of books and audio visual materials.

16.9 He maintains the accounts and prepares annual report.

16.10 He assigns the work and supervises the library staff.

#### 17. Physical Director

17.1 The Physical Director is appointed by the Secretary of the college in consultation with the Management Council.

17.2 He is in-charge of all sports and games activities in the college.

17.3 He is the manager of all college teams and prepares the players for university ranking and placement.

17.4 He prepares the annual requirement for sports and games.

17.5 He looks after the grounds and equipments meant for sports and games.

17.6 He proposes plans for the development of sports and games in the college to the college sports committee.

17.7 He assists in the discipline of students during the good morning talks and during the functions.

17.8 He arranges for inter-class, inter-department, inter-college and inter-university tournaments in consultation with the Vice Principal.

17.9 He plans and executes the Sports Day with the help of staff members and students.

17.10 He looks after the visiting physical directors and visiting students in consultation with the Vice Principal.

17.11 He arranges for the coaching of players.

17.12 He accompanies the students when they go for different tournaments.

## 18. Director: Vazhikatti (Placement Office)

- 18.1 The Director of Vazhikatti is appointed by the Secretary of the college in consultation with the Management Council.
- 18.2 He is in-charge of career guidance in the campus.
- 18.3 He motivates the students for different careers and higher studies.
- 18.4 He follows them up towards achieving their goal in life.
- 18.5 He offers courses in skill training for jobs.
- 18.6 He builds contacts with the industries and employers and invites them for campus interviews.
- 18.7 He provides information on different competitive examinations and placement possibilities.
- 18.8 He maintains the records of correspondence with the employers and those who are employed.

## 19. Association President (Academic & Non-Academic)

- 19.1 The association president is appointed by the Principal in consultation with the respective HOD.
- 19.2 He is in-charge of the Association activities.
- 19.3 He plans the activities of the year in consultation with the Vice Principal / HOD.
- 19.4 He obtains the required fund from the Principal and gives the accounts regularly.
- 19.5 He gives opportunities for students to have group experience, leadership, social service, planning and executing and evaluating their performance.
- 19.6 He organizes personality development programs for students.
- 19.7 He organizes the industrial visits in consultation with the HOD and the Principal.

## 20. Office Superintendent

- 20.1 The Office Superintendent is appointed by the Secretary of the college in consultation with the management council.
- 20.2 He is in-charge on non-teaching staff of the college.
- 20.3 He plans and distributes the administrative work of the office.
- 20.4 He assists the Principal in the financial administration of the college.
- 20.5 He keeps track of communications from UGC, University, Government and other officials.
- 20.6 He supervises the general maintenance of the college.
- 20.7 He keeps all the records of staff and students.
- 20.8 He assists the Principal in the preparation of budget for the college.

20.9 He assists the Principal in the admission of students.

20.10 He arranges to look after the VIPs who come to visit the college or the Principal.

20.11 He helps the students to get their scholarships and certificates.

### **Extension Education Coordinator Functions**

1. Coordinate the Association Activities
2. Assessment and Planning Extracurricular Activities

### **Research and Publication Coordinator Functions**

1. Promotion of research among staff and students
2. Promotion of faculty participation in consultancy work
3. Lays down rules and regulations for the Research Centre
4. Fixes awards for those who do research and publish.
5. Write research projects to UGC and other funding agencies

### **Placement Cell Officer Functions**

1. Arranges for campus interviews
2. Gets in touch with various institutions, employers, call centre's industries
3. Creates Memorandum of understanding with reputed organizations
4. Conducts career guidance seminars
5. Disseminate information regarding placement opportunities

### **Documentation and Project Coordinator Functions**

1. Document profiles of all staff and students
2. Document all the activities in the campus and outside the campus Prepares working document for any committee Publicity  
Writes and follows up the projects

### **Alumni Coordinator Meeting**

The Alumni Association will meet at least thrice a year

### **Functions**

Establishes constant contact with Alumni Document the profile of Alumni  
Arranges for an interaction with the present students Training and Performance  
Evaluation Module Management Council

Secretary, Principal, Administrator, Additional Principal, Vice principals,  
Controller of Examinations, Director of Library, Director of laboratory Director of  
GCA

### **Training Module**

- Interpersonal Relationship Training
- Leadership Training
- Vision, Mission, Planning
- Team Work Training
- Training in Administrative skills.
- Training in Efficiency and Effectiveness.
- Training in Quality Education Performance Evaluation:
- Observation
- Testing of qualities and skills
- Reforms done
- Initiatives taken
- Feedback from Stakeholders
- Testing the quality of work

### **Executive Body**

Additional Vice Principals, Deans, Women Cell in charge, Heads of the departments

### **Training Module**

- Managerial skills (Planning, Decision making, Problem solving, Conflict Management, Creativity, Leadership Training etc.)
- Soft Skills Training.
- Technology based training
- National and International workshops related to Higher education.
- Counselling skills
- Teamwork Training
- Stress management
- Effective Communication Training.
- Recent Trends in Research

### **Performance Evaluation Module**

- Testing the soft skills
- Evaluation on Problem solving
- Feedback from students
- Innovations introduced
- Testing the leadership quality.
- Evaluating the Communication and language skills

- Appraise the Team work
- Testing the current subject knowledge
- Assess the computer knowledge

#### **Course Teacher Training Module**

- Effective Teaching and Training methods
- Enhancing the current subject knowledge
- Effective Communication Training
- Computer Training
- Psychological and Pedagogical approach to handling students
- Advanced Teaching Training
- Research and Development.

#### **Performance Evaluation Module**

- Student Feedback
- Performance can be tested in the area of learning, result and behavior.
- Academic result

#### **Wardens of the Hostels Training Modules**

- Psychological Training to handle students
- Maintenance management
- Financial management
- Leadership Qualities
- Hospitality Training
- Meditation and Spirituality

#### **Performance Evaluation Module**

- Managing skills
- Responsibility and Ethics
- Attendance
- Flexibility
- Commitment
- Leadership Qualities. Non-Teaching Staff Training Module
- Computer skills
- Soft skills
- Team Spirit
- Managerial skills
- Accounting
- File Keeping & Office management
- Interpersonal Relationships

## Performance Evaluation Module

- Work place ethics
- Relationship
- Leadership Qualities
- Responsibility

## Objectives

### Sacred Heart College Tirupattur Sexual Harassment Policy

- Commitment of the college to eradicate and prevent Sexual Harassment and to express
- Absolute prohibition sexual harassment of female employees and students at work place and campus.
- To evolve a permanent mechanism for the prevention and redressal of sexual
- Harassment cases and other acts of gender based violence at the college campus.
- To ensure the implementation of the policy through proper reporting
- of complaints and their follow-up procedures.
- To promote a social and psychological environment which will raise awareness about
- sexual harassment in its various forms.
- To make the college campus and work place free of sexual harassment for woman
- To provide a safe educational environment in the college
- To make the commitment to ensure an environment in the college without gender bias or gender based discrimination in the college campus.

### Sexual Harassment

- For the purpose of this policy “Sexual Harassment” shall include, but will not be confined to the following:
- Unwelcome sexual advances, requests for sexual favours, and/ or verbal or physical
- conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of teaching/ guidance, employment, participation or evaluation of a person’s engagement in any college activity;
- verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or through e-mail or any other communication mediums, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual’s performance or of creating an intimidating, hostile or offensive environment;



- Forcible physical touch or molestation; Eve teasing, innuendos and taunts, physical confinement against one's will and any other act to impinge upon one's privacy;
- Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of education or career development, or otherwise making the environment at the Institute hostile or intimidating to a person belonging to the other sex;

### **Establishment of Committee**

- The Secretary and Principal of the college shall constitute a Committee to check the menace of sexual harassment & violence against women students and women staffs at their workplace.

### **Composition of the Committee**

The composition of the committee shall be as under:

- Secretary
- Principal
- One Teacher Incharge Women Cell.
- Two teachers members (out of them, one shall be a woman)
- The topper student of concerned faculty.
- The female representative of Non-Teaching staff
- Head of the Department to which the case relates

At least half of the number of members of Committee shall be the Quorum for holding a meeting of Committee.

### **Jurisdiction**

- The committee in the College shall have the jurisdiction to entertain the complaints of Sexual Harassment on the campus.

### **Limitations**

- The complaints may be entertained by the committee within a period of three (as earliest) later till a period of ten days of alleged event of Sexual Harassment.

### **Manner in which complaints shall be made**

- The complaint may be made by any member against any other member in writing before the committee. The complaint shall contain the facts and specific allegations supported by evidence.
- The complaint is made to the Principal of the Committee. A copy of the complaint is also to be submitted to the secretary at the management level.

## **Procedure**

- After receiving the complaint the meeting of the committee shall be convened by the Secretary at the earliest at college /management level. The complaint shall be placed before the committee.
- After considering the complaint the committee shall follow the procedure as considered just and
- Appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the
- Complainant(s). No decision shall be taken by the committee against any one without giving the
- Opportunity of hearing.

## **Findings**

The committee shall decide the complaints at the earliest and recommend the punishment /action to Principal for approval/decision/ consideration. The punishment /action shall be commensurate with the nature or gravity of incidents.

In case college employees: disciplinary action may be in the form of:

- Warning
- Written apology
- Bond of good behavior
- Adverse remarks in the Confidential Report
- Debarring from supervisory duties
- Denial or re-employment
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other punishment as may be warranted by the case.

In case of students: disciplinary action may be in the form of:

- Warning
- Written apology
- Bond of good behavior
- Debarring entry into a hostel/campus
- Suspension for a specified period of time
- Withholding results
- Debarring from exams
- Debarring from holding posts
- Expulsion
- Denial of admission

Other punishment as may be warranted by the case.

- In case of third party harassment, college authorities shall initiate
- Action by making a complaint with the appropriate authority as per law.
- The recommendation of the committee on punishment /action shall be forwarded to the Principal / secretary whose decision shall be final. Orders of the Principal and secretary shall be executed by the respective Head of the Department/Principal of College.

Enforcement of Orders

- The enforcement of orders /decisions passed above shall be the responsibility of concerned Head of the Department/Principal of College. In case of non-teaching employees the orders shall be implemented /enforced by the secretary.

### **Administrative Control**

- The secretary shall have the supervisory and administrative control over the committee.

### **Classification of Employees Temporary Employees**

1. A Temporary Employee is one who is appointed for a limited period of time for a post which is temporary in nature.
2. The job description for this category will be the same as for similar posts in the category of employees in which he/she is, unless otherwise specified, in the letter of appointment.
3. Temporary employees may not be entitled to monthly salaries and allowances as applicable to other employees. In case of teaching staff they shall be remunerated as per the number of lectures undertaken along with Travel Allowance or the minimum salary as per the grade.
4. They will be entitled to leave benefits in proportion to the period of service subject to a minimum service of three months.

### **Employees on Probation**

1. An Employee on Probation is one who is appointed for a period of time on probation to a post or vacancy that is permanent in nature.
2. The probation period is normally one year. The Management Council may extend this period for another year or part thereof. Notice of extension of probation will be given to the employee in writing, one month before the end of the probationary period.
3. All probationary employees may not enjoy benefits, including leave benefits, as permanent employees.
4. If the period of an employee's probation is extended beyond one year at the time of confirmation the employee gets one annual increment.

### **Permanent Employees**

1. A Permanent Employee is one who is confirmed as a permanent employee after satisfactory completion of the probationary period.
2. This confirmation is to be done in writing. A formal agreement is to be drawn up between the College, represented by the Secretary on behalf of the Management Council and the employee concerned.
3. The acceptance of the agreement constitutes also an acceptance of the philosophy and objectives of the College along with its personnel policy and service conditions.
4. All conditions and benefits listed in this policy are primarily applicable to the permanent employees, unless their nature indicates otherwise.

### **Substitute Employees**

1. Substitute employees are those engaged in place of other employees for a particular period of time.
2. The payment will be calculated according to the category and qualification of the employee and a lump sum will be paid according to the number of days the employee has worked or the lectures undertaken in case of teaching staff.
3. All dues will be paid on the last day of work or at the time of payment of salaries.

### **Part-time Employees**

1. The College may employ persons for part-time work.
2. They will be paid in the scale for the particular category in proportion to the hours of work.
3. While they may be eligible for the leave benefits, they are not entitled to the retirement benefits, unless these are specifically mentioned in the letter of appointment.
4. They will have to fall in line with Government/University rules as regards Provident Fund, Professional Tax, etc.

### **Employees of Contract**

- Employees may also be employed on contract and they will serve only for the period of time that is specified on the contract. They will be paid a consolidated sum on a monthly basis.

### **Categories of Staff Academic Staff**

1. The Academic staff includes all teaching faculty members in different sections of the College.
2. The faculty members in the different departments prepare the students for the examinations prescribed by the University, according to the prescribed syllabus of

the University. They follow the rules and regulations of the respective departments regarding curriculum, working hours/days and holidays.

3. Besides professional competency and effective class-room management, the faculty member is expected to be an example to the students by his/her life, in keeping with the ideals of Don Bosco system of education
4. Faculty members will show great diligence in the preparation of their class, in the delivery of the lessons, and the correction of assignments given.
5. They will be responsible for the setting of question-papers and the custody and marking of answer scripts, with great diligence.
6. They will be responsible for the proper keeping of the necessary records of the attendance of students and their progress.
7. Faculty members are expected to take part in the co-curricular and other educational activities of the students by encouraging them and guiding them.
8. They are required to attend meetings, seminars, up-dating courses or in-service training organized by the College or for which they are nominated from the College.
9. They may be asked to be presenting even on non-working days or in other Colleges in connection with College-related activities, or to accompany the students.
10. A Faculty member shall not take private tuition for the students of the same College.
11. Faculty member should always uphold the name of the College and of his/her colleagues.

They are bound by confidentiality and secrecy on matters concerning the College and its inmates.

***Designation of the Academic Staff shall be as follows:***

*Asst. Professor*

(PG Degree in the subject with M.Phil. and Net/SLET or Ph.D.)

*An Important Note*

All those who do not have the qualifications mentioned above and are teaching will be considered as Lecturers.

*Non-Academic Staff Office and Clerical Staff*

- a. They are expected to maintain the image of the College in their dealings with outsiders.
- b. They may not give any information they possess to any unauthorized person, inside or outside the College.

- c. Fidelity and confidentiality are essential for those who occupy these posts. When they come in contact with information on persons and institutions, that is confidential, they are expected to maintain such matters as confidential. Any infringement in this matter if proved calls for dismissal.

#### *Support Staff*

- These include library and laboratory attendants, drivers, cooks, gardeners, peons, bearers, darwans, dhobis, sweepers and other maintenance personnel. They form an integral part of the College and contribute towards the efficiency of the College-work by their regular and watchful service.

#### **Appointment**

1. The appointing authority for all categories of employees is the Secretary on behalf of the Governing Body of the Parent Body.
2. No one may consider himself/herself as an employee of the College unless he/she has been issued the appointment letter duly signed by the Secretary.
3. The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.
4. Besides one's own application the applicant must fill in an application form supplied by the College with all the details that apply to him/her.
5. If the particulars given in the application are found to be false, the appointment may be declared invalid.
6. The date of birth recorded on the application form and supported by proper certificate (Birth Certificate, Baptism Certificate, Education Board's Transfer Certificate) cannot be altered and no affidavit will be accepted.
7. A change of name with the change of marital status or otherwise must be intimated with proper documents.
8. A change of address, telephone number or other particulars must likewise be intimated. If the change of address is not intimated, any communication sent in the given address will be considered sufficient as notice.
9. Once appointed to the College, a permanent employee or an employee on probation may not hold another job without the knowledge of the College.
10. The College address or telephone number or the status of being a college staff may not be used for any business purposes or contacts without prior consent of the Principal.

#### **Faculty Development Programme**

- Every new staff member shall have 5 days of intensive course in the first week of June for a fresh academic year mainly to induct the personnel into the College and in Salesian Education Pedagogy. Responsibility: Secretary

- All Staff Members will have 2 Days of Workshop at the beginning of every semester and between the semesters. At least 6 days will be spent for a year for updating oneself in the respective subject, teaching method and Salesian Pedagogy.
- All Staff Members will be encouraged to do their research and involve in consultancy activities.
- Each HOD shall set appropriate targets and goals to be achieved in a semester by a Staff member.
- Academic Progress Indication system shall be established so that performance of each staff member is evaluated at the end of every semester.

### **Job Description**

- Each category of employment has its own job description which is fixed by the department concerned.
- The Principal or the head of the department concerned has the right to ask each one to perform duties that are in keeping with the category in which one is employed.
- While no one is to be asked to do jobs not in consonance with his/her appointment a great deal of co-operation and mutual assistance is expected of all for the well being of the Institution.
- The Service Book of each employee shall be maintained by the College Office.

### **Working Hours**

- Working hours for the academic staff will be as per College hours prescribed in the College Calendar and Handbook.
- Working days for Non-Academic staff will be from Monday to Saturday.
- To suit the smooth and routine running of the College, and because of the specific nature of the work, individual working hours may be fixed for certain categories of employees. This timing will be indicated in the letter of appointment or communicated by the person in-charge of the concerned department.
- Use of mobile phone in a class room while engaged in teaching or supervising is strictly forbidden.

### **Attendance**

- The attendance register will be maintained for all categories of employees.
- All categories of employees will sign the attendance register each day.
- Any error in these entries must be brought to the notice of the Principal or head of the department by the employee concerned within the month. No claim can be entertained later.
- The Attendance Register is the official record for all benefits like leave, etc.

- All are expected to be punctual for duty and habitual late-comers are liable to disciplinary action.
- Three late arrivals or early departures in a month will be considered as one day of casual leave.

### **Absence from Place of Work**

- During the hours of work (except for the lunch break) all are expected to be in their respective places of work. During the free periods teachers are expected to be in the staff-room or in the department room or in the library, attending to their academic duties.
- Frequent absence from place of work, or being outside the College premises during hours of work may call for disciplinary action. "Frequent" here shall mean more than three instances.
- The College shall also maintain proper registers as per College rules: Service Book, Daily Record of Work Book containing daily lesson plans as per the Unitization of the Syllabus worked out by the respective Heads of Departments.

### **Dress Code**

- Teachers should dress with decorum, upholding the dignity of their vocation.
- During working hours non-teaching/support staff shall wear uniforms if supplied by the College. They should be clean, properly maintained and well worn.

### **Salaries and Allowances**

#### **Salary Schemes**

- The College works out its own salary scheme according to its financial situation and has it approved by the Parent Body.
- The following salary structure is adhered for the teaching staff: For Non-Teaching Staff

#### **Payment of Salaries**

- Normally salaries will be paid on the 1st working day after the month.
- Salaries will be paid in full after authorized deductions are made.
- All required documents for the purpose of income tax or other deductions must be duly submitted. Non-compliance with these requirements may lead to irregularities in the income-tax account for which the College cannot be held responsible and the penalty must be borne by the defaulting employee.

#### **Provident Fund**

Every employee is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as Colleges may be concerned.



## **Certificate and Salary-Slips**

Salary-slips if requested and required will be issued each month showing all allowances and deductions. Any clarification on the salary-slip must be sought within the following month. Claims made later than one month will not be entertained. If required, the College will issue certificates showing the nature of the employment and the actual salary received by the employee.

## **Leave General**

- Leave means, authorized absence from work, Leave cannot be claimed as a matter of right.
- Leave is to be sanctioned according to the exigencies of the proper and regular running of the College. Leave application is required.
- The Governing Body of the Institution is the competent authority to sanction any leave other than casual leave.
- For the purpose of leave the year will be the academic year.
- Taking leave without sanction, and extending leave without sanction, are considered acts of misconduct and result in deduction in salary.
- While the leave rules are primarily applicable to the permanent employees, they apply to the other employees in proportion, unless specified in the letter of appointment.

## **Casual Leave**

- All employees are entitled to 12 days of casual leave.
- Casual leave may be affixed or prefixed to any holiday or Sunday but the total period including the holiday or Sunday shall not exceed 7 days at a time. Casual leave shall not be affixed or prefixed to any long vacation.
- Temporary employees as well as those employed during the year will get casual leave in proportion to their period of service provided this is not less than 3 months.

## **Medical Leave**

- Seven days of medical leave is permitted to all permanent employees during the course of the year. This cannot be accumulated for the next year.

## **Maternity Leave**

- Female employees are entitled to maternity leave for three months with half salary
- In calculating the three months, calendar months are taken into account and all holidays occurring in those months are included as leave.
- Notice of maternity leave should be given at least one month prior to the leave.
- Maternity Leave is to be taken at least two weeks prior to confinement.

## **Annual Leave**

- Non-teaching staff may take the annual leave of two weeks together or in two broken periods, but only within the period of College holidays. Those who have not completed eleven months service at the time of the College holidays may be given proportionate leave.
- Annual leave is to be sanctioned after taking into account the essential services in the College.

## **Public Holidays**

- Generally all College holidays are holidays for the teaching staff while not so for non-academic staff. They could, however, be asked to attend special classes for students, updating courses, in-service training or other College related activities.
- The non-academic staff will follow a list of holidays published annually by the College.
- Due to the nature of their work for those who cannot avail of the full day a week and other public holidays other compensatory arrangements may be made.

## **Special Leave**

- Special leave without pay for advanced study or foreign travel or other purposes can be permitted by the Management Council to permanent employees who have completed 10 years of service in the College.
- The maximum period of this special leave is one year and is permitted only once during the service in College.
- This special leave must be applied at least three months in advance and must be approved by the Management Council. The special leave will not be considered for pay increment on return to service.

## **General Rules Concerning Leaves**

*(For Academic and non-academic staff members)*

- A register for leave account of every employee shall be maintained in the College office.
- Any leave that has been properly applied for and granted by the lawful authority will not cause a break in the service of the concerned staff member.
- A staff member on special leave shall not be entitled to increment if such falls due at the time when he/she is enjoying the special leave.
- Utmost ten days of On-Duty leave is provided for a permanent employee per year for services such as University Examination Evaluation, etc.

## **Superannuation / Termination of Service**

1. The retiring age for all employees is 58 years. However, if the College requests the service of an individual it can be extended on an annual basis with a consolidated pay.
2. A permanent employee may resign from the service of the College with three months' prior notice, or the Governing Body may terminate the service of a permanent employee by giving three months' prior notice or three months' salary in lieu of notice. Here salary shall mean only the basic pay.
3. A temporary or probationary employee may resign or his/her services may be terminated by giving one month's prior notice or one month's salary in lieu of notice without assigning any reason whatsoever.
4. An employee convicted by a court-of-law on a criminal charge will be terminated without notice or salary in lieu of notice. An employee against whom a criminal case is registered will not be allowed to continue in the service of the College till acquitted. If acquitted the period will be considered part of service, but no salary will be paid for the period, unless the case was registered by the College itself.
5. An employee may be deemed to have terminated his/her services with the College by way of voluntary abandonment of service if he/she without any intimation /or without any sanction from the College Competent authority, does not report for duty at his/her place of work for a period of fifteen  
(15) continuous calendar days. In the event of such voluntary abandonment of services by an employee, the College shall be at liberty to take such action as it may deem necessary for breach of the conditions of service against such an employee.
6. On resignation or termination, all dues to the employees, after any recovery to be made by the College, will be cleared within seven days after the resignation or termination becomes effective. This, however, does not apply to the Provident Fund, which are to be realized when these amounts are disbursed by the competent authority.
7. On leaving the service of the College, one is entitled to a certificate of service as well as a certificate of release from duty.
8. Return of College Property: Before leaving the service of the College an employee shall return to the College in good order and condition all property or equipment including documents, papers, and files belonging to the College or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to him on any account or shall be recoverable otherwise, and the employee shall be responsible

for all cost and consequences thereof. If any employee is in occupation of any residential premises, whether College owned or leased, immediately on termination of his employment with the College, the employee shall hand over to the College the vacant possession of the premises. If not it may be recovered by any process of eviction considered appropriate in the circumstances by the management.

## **Misconduct**

### **1. General**

- Misconduct is a willful action or omission on the part of an employee which goes against the objectives and interests or requirements of the College community.
- These acts or omissions could be summed up under the following list which is illustrative and not exhaustive.
  1. Neglect of duty by way of sleeping on duty, or lax behavior and attitude to time.
  2. Want of diligence in the performance of duty, or violation of the orders of the lawful authority.
  3. Irregularity in attendance, taking leave without sanction.
  4. Insubordination
  5. Moral delinquency affecting the discipline, moral standards and reputation of the College.
  6. Theft or causing damage to property, fraud
  7. Going on strike or instigating strike
  8. Holding any meeting, distributing handbills, notices, leaflets, booklets, pamphlets, posters in the College premises without prior written permission from the competent authority.
  9. Using indecent language or making false allegations.
  10. Unauthorized collection of money, carrying on any kind of business in the College premises.
  11. Coming to work in a state of drunkenness or getting drunk during the period of work; being under the influence of drugs.
  12. Violation of confidentiality or giving information to unauthorized persons.  
Non-acceptance of a College notice at the address registered.
  13. Inflicting corporal punishment on students.
  14. Any other act or omission that in general understanding would be detrimental to the objectives of the College.
  15. Smoking within the premises of the establishment or just prior to resumption of duty.

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

## 2. Penalties

- Minor penalties include
- Censure
- Recovery of damage or loss incurred by the College from the individual
- Suspension from duty without pay for a period not exceeding seven days. Major penalties consist of
- Withholding of increment
- Compulsory termination of service
- Dismissal.
- The application of the above penalties shall be decided by the competent authority.

## 3. Disciplinary Authorities

- The Secretary, on behalf of the Governing Body, shall be the Disciplinary Authority in respect of all acts of misconduct which warrant only minor penalties as defined above. He shall refer all actions proposed to be taken to the Governing Body, and the Governing Body shall advise the Secretary as to the action to be taken against the delinquent staff member.
- The Governing Body shall be the Disciplinary Authority in respect of all cases of misconduct, which warrant imposition of a major penalty as defined above. The Governing Body shall act as the Grievance Redressal Cell in ordinary and extra ordinary matters concerning the staff. The Grievance Redressal Cell consists of senior lay staff, senior religious staff and an appellate of the parent body.
- The Parent Body shall be the Appellate Tribunal in respect of all cases where a minor or major penalty is sought to be imposed against a member of the staff. The Parent Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and confirm, modify or set aside any decision of the Governing Body. In regard to minor penalties Governing Body's decision shall be final
- There shall be a Final Appellate Tribunal with penalty powers to go into all aspects of any case where a major penalty or penalties, as specified above, is or are sought to be imposed.

The Final Appellate Tribunal shall consist of:

- a. One representative of the Governing Body.
- b. One representative of the aggrieved staff member.

- c. One person not connected with either of the two above mentioned categories, to be appointed by the Parent Body, preferably a person having discharged magisterial or judicial functions or who has been engaged in Civil Service, who will also act as Chairman of the Final Appellate Tribunal. The decision of the Final Appellate Tribunal will be taken on a majority vote and shall be final in regard to the imposition of major penalties.

#### 4. Procedure for Imposing Minor Penalties

No order imposing any of the minor penalties specified above shall be imposed except after:

- The staff member has been informed in writing by the Secretary of the College of the action proposed to be taken against him/her. The letter to be sent by the Secretary of the College will be accompanied by allegations on the basis of which action is proposed to be taken. The concerned staff member will have to make his/her representation to the Secretary of the College against the action proposed to be taken, within one week from the date of receipt of the notice from the Secretary of the College and he/she shall also intimate as to whether he/she wishes to be personally heard in respect of the allegations against him/her.
- The Secretary has considered the representation, if any, of the concerned member of the staff, and has granted him/her a hearing, if so desired.
- The Secretary has submitted a report to the Governing Body.
  - a. The Governing Body shall consider the report submitted by the Secretary in connection with the case, and shall advise him concerning the penalty proposed to be imposed on the concerned member of the staff.
  - b. The Secretary shall proceed to impose such penalty as he may be advised to do by the Governing Body. The staff member thus penalized, however, is free to appeal to the Parent Body as provided earlier.

#### 5. Procedure for Imposing Major Penalties

1. No order imposing on an employee any of the major penalties specified here shall be made except after holding an enquiry in the manner hereby prescribed.
2. The Secretary shall submit a report to the Governing Body in case of serious misconduct by a member of the staff/employee which may warrant the imposition of a major penalty or penalties, specified above. On consideration of the said report, the Governing Body may direct the Secretary to issue a charge-sheet to the concerned member of the staff/employee. In such case, the Governing Body shall appoint an Enquiry Officer to conduct the enquiry against the delinquent.
3. The staff / employee shall be supplied with a copy of the charge-sheet or/and charges together with a statement of the allegation on which they are based.

4. He/she will be required to submit to the Secretary of the Governing Body within seven days of the receipt of the charges and allegations, a written statement in his/her defense and also state whether he/she desires to be heard in person.
5. The Enquiry Officer will conduct the Enquiry considering the charge- sheet and written statement of the staff/employee, if any, and giving him/her a hearing, if so desired.
6. The Enquiry Officer will prepare a Report on the Enquiry with his/her findings on each of the charges together with the reasons and he/she will send the Report to the Secretary of the Governing Body.
7. The Governing Body will be at liberty to either accept or reject the Report and may order a fresh Enquiry on either the full or partial aspect of the charges.
8. The Governing Body will take steps as are considered fit and proper on the basis of the findings of the Enquiry Officer. If a penalty is to be imposed, the staff /employee may be called upon by the Governing Body to show cause within 10 days concerning the quantum of the penalty.
9. On receiving the cause shown, if any, or after 10 days from the second show cause notice served to the concerned staff/employee, the Governing Body will proceed to impose such penalties, as it thinks fit. The staff/employee thus penalized may, however, prefer an appeal against such order of penalty in the manner provided below.

## 6. Appeal

### Appellate Tribunal - Parent Body

- a. A Staff/employee against whom an order proposing to impose any of the penalties referred to above has been passed may prefer an appeal to the Parent Body within 15 days of the date of the receipt of such order. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if an appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.
- b. After hearing the staff/employee and the Governing Body, the Parent Body shall pass such order as it thinks fit. In the case of the imposition of minor penalties referred to herein, the decision of the Parent Body shall be final.

### Final Appellate Tribunal

- a. If by reason of any decision of the Parent Body, acting as Appellate Tribunal, a staff member is subjected to any of the major penalties specified herein, he/she shall have the right to prefer a further appeal to the Final Appellate Tribunal.
- b. Any such appeal must be filed with the Final Appellate Tribunal, through the Secretary of the College within 15 days of the date on which a copy of the order of

the appellate Tribunal is communicated to the member. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if any appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.

- c. The Final Appellate Tribunal may on application made in this regard, call for the records of the case from the Parent Body, the Governing Body, the Secretary of the College and shall also afford an opportunity of hearing to the concerned staff /employee.
- d. After considering all aspects of the case, including the submission made by the concerned staff member, the Final Appellate Tribunal shall pass such orders as it thinks fit and its decision shall be final.

#### 7. Bar on Representation by Legal Practitioners

- No legal practitioner shall be allowed to represent either a staff /employee or the Governing Body of the College in the disciplinary and appellate proceedings as described above.

#### 8. Suspension

- The Secretary of the College may, in cases involving gross misconduct, indiscipline or negligence of duties, place a staff/employee under suspension pending further action by the Governing Body which must confirm or annul the action taken by the Secretary within 15 days.
- The Secretary of the College, on the instruction of the Governing Body shall place a staff/employee of the College under suspension in the following cases:
  - a. Where an Enquiry against him/her is contemplated or where such as an Enquiry is pending.
  - b. Or, where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or on trial.
  - c. Such suspension as provided here shall not be construed as a penalty as indicated elsewhere in this document.
- Every order of suspension shall be reported, for information only to the competent Government/University authority.
- A staff/employee placed under suspension shall be entitled to receive from the College a monthly subsistence allowance.
  - a. During the first two months of the period of suspension at the rate of fifty percent of his/her total emoluments.
  - b. If there is a delay on the part of Governing Body beyond two months in arriving at a decision, the subsistence allowance will continue to be paid at the rate of



seventy five percent of his/her total emoluments until the Governing Body of the Institute communicates its decision to the staff/employee concerned.

- c. If the member takes up any other paid employment during the period of suspension, he/she shall not be entitled to any subsistence allowance for the period he/she is thus otherwise employed.
- d. If the staff/employee is exonerated from all charges, all arrears of pay and allowances will be paid to him/her for the total period of suspension, after adjustment of the subsistence allowance paid.

#### 9. Grievances

- A grievance is a genuine complaint an employee may have against the college with regard to the work or benefits due to him/her.
- A grievance is to be presented in writing to the Principal who may take the appropriate action or forward it to the Governing Body who will recommend the action to be taken.
- If the action proposed or taken is not satisfactory to the aggrieved employee an appeal may be made by him/her to the Parent Body.

#### **FORM 7A**

[See sub-rule 2 (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

Form of agreement to be executed by the College Committee of a College in respect of permanent teachers.

Agreement made this .....day of..... Two thousand hundred ..... between the college committee of ..... college of the One Part and .....(teacher) hereinafter referred to as “the said teacher” of the Other part;

Whereas the college committee has agreed to engage the said Thiru / Thirumathi / Selvi ..... hereinafter referred to as the said teacher to serve in the.....college in the capacity of a teacher and on the pay and allowance hereinafter mentioned.

Now these presents witness and the parties hereunto do hereby agree as follows: -

1. That the college committee shall employ the said teacher and the said teacher shall serve as a ..... in the college at .....

from the date of his/ her taking charge of such appointment until such employment is determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of not less than one year from the date of taking charge of his/her appointment. The college committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said teacher shall be deemed to have completed his/her probation.

3. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the order and instruction of the Principal or college committee of the said college.

(b) If the said teacher is a Principal he/she shall, in that capacity, is responsible for the internal management of the college and the academic work of the college and exercise such powers as may be necessary for the due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal, and if he/she is a Principal, without the prior permission of the college committee. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal or if the said person is a Principal he/she will send such communication to the college committed.

5. That the said teacher shall during the tenure of employment devote his/her attention to the duties of his/her employment and shall not on his/her own account or otherwise either directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college committee on writing in their behalf.

6. The said teacher and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976 and the Regulations of the management.

7. (a) That the college committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her writing reasonable time to send his/her explanation to the college committee.

(b) After considering his/her explanation the college committee shall communicate to him/her its findings and, if so desired by the said teacher, conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine or any of the witnesses and also produce witness.

(c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the college committee shall inform him/her in writing about its final decision.

8. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

9. That the said teacher shall be entitled to have his/her services terminated either by giving to the college committee three months' notice thereof in writing or paying the college committee three months' pay and allowances in lieu of such notice if he/she is a permanent teacher. In the case of a teacher who is not permanent, the period of notice is two months and the amount payable in lieu thereof shall be two months' pay and allowances.

10. That the college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said teacher for any irregularity, namely :-

- i. Censure,
- ii. Withholding of increment, with or without cumulative effect,
- iii. Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal if any, preferred by the said teacher is disposed of by the competent appellate authorities specified in the rules.

11. That the said teacher shall be paid according to the scale of pay in the Salary structure of the province and other allowances granted by the management.

12. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her relief, on the expiry of the term of his/her punishment.

The college committee shall reinstate him/her in the post which he/she held before such punishment was imposed.

In witness whereof .....the Secretary of the College Committee and Thiru..... the said teacher have hereunto set their hands on the day, month and year first written above.

Signed by the said.....

(Secretary)

Signature of the Secretary of the College Committee In the presence of:-

(1) First witness – Signature Name

Address

Occupation

(2) First witness – Signature Name

Address

Occupation

Signed by the said.....

(Teacher)

In the presence of:-

(1) First witness – Signature Name

Address

Occupation

(2) First witness – Signature Name

Address

Occupation

Signature of the Teacher

### FORM 7B

[See sub-rule 2 (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

Form of agreement to be executed by the College Committee of a Private College in respect of the temporary teachers.

Agreement made this .....day of..... Two thousand hundred ..... between the college committee of ..... college of the One Part and .....(teacher) hereinafter referred to as “the said teacher” of the Other part;

Whereas the college committee has offered to engage the said Thiru/Thirumathi/Selvi .....to serve in the .....college in the capacity of a teacher on a purely temporary basis and on the pay and allowances hereinafter sanctioned;

And whereas the said Thiru/Thirumathi/Selvi .....has accepted the offer to serve as a teacher in the college ;

Now these presents witness and the parties hereto hereby agree as follows:-

1. That the college committee shall employ the said teacher and the said teacher shall serve as a teacher in the college at

.....purely on a temporary basis from the date of his/ hertaking charge of his/her appointment until such appointment is determined as hereinafter provided.

2 (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the order and instruction of the Principal of the college.

(b) If the employee is a Principal he/she shall in that capacity be responsible for the internal management of the college and the academic work of the college and shall exercise such powers as may be necessary for the due discharge of his/her duties.

3 That the said teacher will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal and if he/she is a Principal, without the prior permission of the college committee. In case of sickness or other inevitable causes, he/she shall forward proper medical certificate, or communication explaining the extraordinary circumstances to the Principal. If the said person is a Principal he/she will send such communication to the college committed.

4 That the said teacher shall, during the tenure of employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise, either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college committee on writing in their behalf.

5 That college committee shall have the right to discharge the said teacher without assigning any reasons at the end of the specific period for which he/she has been engaged as a temporary teacher.

6 That the said teacher and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976 and the Regulations of the Management.

7 That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

8 That the said teacher shall be paid a sum of Rs.....monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

In witness whereof .....the Secretary of the College Committee and the said teacher have hereunto set their hands on the day, month and year first written above.

Signed by the said.....

(Secretary) Signature of the Secretary of the

College Committee

In the presence of:-

(3) First witness – Signature Name

Address

Occupation

(4) First witness – Signature Name

Address

Occupation

Signed by the said.....

(Teacher) Signature of the Teacher

In the presence of:-

(1) First witness – Signature Name

Address

Occupation

(2) First witness – Signature Name

Address

Occupation

**FORM 7C**

[See sub-rule 2 (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

Form of agreement to be executed by the College Committee of College in respect of employees other than teachers.

Agreement made this .....day of..... Two thousand hundred ..... between the college committee of ..... college of the One Part and .....(employee) hereinafter referred to as “the said employee” of the Other part;

Whereas the college committee has agreed to engage the said Thiru / Thirumathi / Selvi ..... hereinafter referred to as the said employee to serve in the... .....college in the capacity of aemployee an on the pay and allowance hereinafter mentioned.

Now these presents witness and the parties hereunto do hereby agree as follows:-

That the college committee shall employ the said employee as a ..... in the college at ..... from the date of his/ her taking charge of such appointment until such employment is determined as hereinafter provided.

1. That the said employee shall be on probation for a period of not less than one year from the date of taking charge of his/her appointment. The college committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.
2. If no orders extending the period of probation are passed in writing within six months after the period of probation, the said employee shall be deemed to have completed his/her probation.
3. That the said employee shall employ himself/herself honestly, efficiently and diligently under the order and instruction of the Principal or college committee of thesaid college.
4. That the said employee shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal, and if he/she is a Principal, without the prior permission of the college committee. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal or if the



said person is a Principal he/she will send such communication to the college committed.

5. That the said employee shall during the tenure of employment devote his/her attention to the duties of his/her employment and shall not on his/her own account or otherwise either directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college committee on writing in their behalf.

6. The said employee and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976 and the Regulations of the Management.

7. That the college committee shall not dismiss, remove or reduce in rank or terminate the services of the said employee without informing him/her in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her writing reasonable time to send his/her explanation to the college committee.

8. After considering his/her explanation the college committee shall communicate to him/her its findings and, if so desired by the said employee, conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine or any of the witnesses and also produce witness.

9. After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

10. After the receipt of the statement of defence from him/her and after taking it into consideration, the college committee shall inform him/her in writing about its final decision.

11. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said employee is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

12. That the said employee shall be entitled to have his/her services terminated either by giving to the college committee three months' notice thereof in writing or paying the college committee three months' pay and allowances in lieu of such notice if he/she is

a permanent employee. In the case of an employee who is not permanent, the period of notice is two months and the amount payable in lieu thereof shall be two months' pay and allowances.

13. That the college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said employee for any irregularity, namely :-

14. Censure,

15. Withholding of increment, with or without cumulative effect; 16. Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

17. Entries shall be made in the service register of the said employee only in respect of penalties other than censure. Such entries shall be made only after the appeal if any, preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.

18. That the said employee shall be paid a sum of Rs..... Per mensem in the scale of pay of Rs..... With effect from.....and other allowance granted by Government from time to time. Such employee shall be entitled to increment according to the said scale pay.

19. Any employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her relief, on the expiry of the term of his/her punishment.

20. The college committee shall reinstate him/her in the post which he/she held before such punishment was imposed.

21. This agreement is always subject to modifications as may be the college committee in pursuance of any rule, regulation or order of the authorities of the university or any other law for the time being in force now.

In witness whereof .....the Secretary of the College Committee and Thiru.....the said employee have hereunto set their hands on the day, month and year first written above.

Signed by the said.....

(Secretary) Signature of the Secretary of the College Committee

In the presence of:-

(5) First witness – Signature Name

Address

Occupation

(6) First witness – Signature Name

Address

Occupation

Signed by the said.....

(Teacher) Signature of the Teacher

In the presence of:-

(3) First witness – Signature Name

Address

Occupation

(4) First witness – Signature Name

Address

Occupation

**FORM 7D**

[See sub-rule 2 (i) of rule 11 of the TamilNadu Private Colleges (Regulation) Rules, 1976.]

Form of Agreement to be executed by the College Committee of a College in respect of the temporary employee other than teachers.

Agreement made this .....day of .....

One Thousand nine hundred .....between the College

Committee of ..... College of the One Part and  
..... (employee) of the Other Part;

Whereas the College Committee has offered to engage the said Thiru/Thirumathi/Selvi  
.....(hereinafter referred to as the “said employee” to serve in  
the ..... College in the capacity of a..... on  
a temporary basis and on the pay and allowances hereinafter mentioned.

And whereas the said Thiru/Thirumathi/Selvi..... has  
accepted the offer to serve as a..... in the college ;

Now these presents witness and the parties hereto hereby agree as follows:-

1. That the college committee shall employ the said employee and the said employee shall serve as a ..... in the college at.....on a temporary basis from the date of his/ her taking charge of his/her appointment for a period of month from the date of taking charge or until such appointment is determined as hereinafter provided.
2. That the said employee shall employ himself/herself honestly, efficiently and diligently under the order and instruction of the Principal of the college.
3. That the said employee will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal. In case of sickness or other inevitable causes, he/she shall forward proper medical certificate, or communication explaining the circumstances to the Principal
4. That the said employee shall, during the tenure of employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise, either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college committee on writing in their behalf.
5. That college committee shall have the right to discharge the said employee without assigning any reasons at the end of the stipulated period of .....months from the date of taking charge for which he/she has been engaged as a temporarily.
6. That the said employee and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President’s Act 19 of 1976) and the Tamil Nadu Private Colleges (Regulation) Rules, 1976 and the Regulations of the Management.

7. That the said employee shall be entitled to relinquish his/her appointment at the expiry of the period for which he/she has been appointed or with the consent of the College Committee at any time earlier if he/she so desires.

8. That the said employee shall be paid a sum of Rs... ..... monthly as pay and other allowances with effect from the date of his/her taking charge as such.

In witness whereof .....the Secretary of the College Committee and the said employee have hereunto set their hands on the day, month and year first written above.

Signed by the said.....

(Secretary) Signature of the Secretary of the  
College Committee

In the presence of:-

(7) First witness – Signature Name

Address

Occupation

(8) First witness – Signature Name

Address

Occupation

Signed by the said.....

(Teacher) Signature of the Teacher

In the presence of:-

(5) First witness – Signature Name

Address

Occupation

(6) First witness – Signature Name

Address

Occupation

Agreement Form / Appointment Order

is hereby appointed as in the Department

of with effect from

to

or the last working day whichever is earlier, purely on temporary basis. Approved / Un Approved Staff Salary will be Basic Pay Rs. XXX/- + Dearness Pay Rs. XXX /- + DA at 65% + HRA + MA as per the rules in force.

His service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

He ceases to be in service after the expiry of the period of appointment. He may be re-appointed if required.

Place : Tirupattur Secretary

Date : College Management Committee

I accept the appointment on the terms and conditions outlined above.

Signature of incumbent

## **Policy for the Management Staff**

### **1. Recruitment Policy**

- Any vacancy arising in a department is normally foreseen well in time. The vacancy positions are advertised in the leading newspapers specifying the requisite qualifications. Applications are invited.
- The selection committee consists of the Secretary, Principal, Vice Principal, Additional Vice Principal the Heads of the Department and a subject expert (senior faculty) of the concerned subject.
- In the first stage a written exam (objective type) is conducted to know their understanding of the basic concepts in their subject.
- In the second stage the candidates are required to take classes in the presence of the selection committee consisting of a management representative, HOD and a subject expert (senior faculty member). The competency of the candidate in handling the classes is judged in this exercise.
- In the third stage an oral interview is conducted to elicit information regarding the candidate's family background, knowledge in the subject, intelligence, aptitude towards discernment, and managerial skills.

The points system: (100)

1. Qualification means additional qualification: SLET/NET / Ph.D. -10 points;  
Registered for Ph.D. -5 points:
2. Experience: 1 point for each year of experience in teaching in Schools or Colleges up to 10.
3. Objective type test: Actual marks for 20
4. Teaching and Communication: Actual marks for 20.
5. Papers Published/Presented: 1 point for each paper published/presented in State/National level up to 5.
6. Computer Skills:5
7. Other Skills like project experience, social service will have points up to 5.
8. Religion: Catholics will get 10 points
9. Community: Dalit's will get 5 points.
10. Locals: Locals are within the territory of the province. They will get 5 points
11. Interview performance (possibility of permanency, family background, Salesian Training) will get up to 5 points

The selected fresh candidates will be appointed on contract for 11 months (June to April).

In the month of March the respective candidates will be asked to submit their willingness letter to continue their service. Assessing the performance of

such teachers, they will be appointed in probation for two years. The experienced teachers will be appointed in probation for two years.

During the years of probation, the staff are expected to do the following:

1. Present papers in National Conferences and publish articles in the journals
2. Improve in communication and teaching methods
3. Acquire computer skills
4. Complete Ph.D.
5. Participate in extra-curricular campus activities
6. Guide the students

Evaluation will be done by students, staff and management. If found suitable, at the end of the probation period, they will be made permanent. The agreement will be signed. Every five years they will be assessed on their performance.

## 2. Staff Induction Programme

1. One week of orientation programme will be conducted in the month of June. Besides giving some sessions on Preventive System by Rector or other Salesians Training will be arranged to acquire Computer Skills, Language (Communication) Skills and Teaching Skills. Time will be given to prepare their lessons in the library.
2. The rules of the management and the HR policy will be explained to them.
3. The on-line course on Cooperative Learning and Educational Technology in a Salesian Way will be introduced and they need to complete the course during the probation period. If they do not complete the period of probation will be extended for another one year.

## 3. Staff Development Programme

1. Staff members will be encouraged to attend National and State Level Seminars and present papers.
2. Those who present research papers in International Conferences, will be given incentives as follows: USA & Europe –Rs.10,000/-; Asia and Africa – Rs.7000/- North India – 3000/- and within Tamil Nadu –1000/-.
3. Those who publish articles in Refereed journals will be given Rs.1000/-
4. They will have 12+3 days of C.L. Medical Leave may be given at the discretion of the management.
5. Disciplinary actions will be taken according to the Government and Institutional norms.



4. Staff Evaluation Evaluation by Students Class\_

Semester\_

Date\_

Scale: 1= very poor; 2= poor; 3= satisfactory; 4=good; 5=very good

Course Teacher Code

Subject Taught (code)

Subject Knowledge

Teaching Ability

Language Skill

Discipline Management

Creative Ability

Relationship with Students

Caring for the weak students

Punctuality

Valuation

General Knowledge

Evaluation by Department Staff

Department:      Date: Name of the Staff: Scale: 1= very poor; 2= poor; 3= satisfactory; 4=good; 5=very good

Name of the Staff

Research and Publication

Team Work

Cooperation with others

Readiness for extra work

Syllabus completion

Creative Ability

Relationship with Students

Good Morning Talks

Punctuality

Participation in SGP

Total Points

Signature of the Staff

Evaluation by the Administrative Team

Name of the Staff: Department                      Date: Year of Appointment:                      Present  
Status

Name of the Staff    Positive Aspects    Negative Aspects

1

2

3

4

5

The administrative team consists of the following members:

Principal, Vice Principal, Additional Vice Principal, Dean and Office Superintendent.

Agreement Form / Appointment Order

is hereby appointed as Assistant Professor in the

Department of

with effect from                      to

or the last working day whichever is earlier, purely on temporary basis. Approved / Un  
Approved Staff Salary will be Basic Pay Rs. 8,000/- + DA 65% + HRA + MA as per the  
rules in force.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment. She may be re-appointed if required.

Place : Tirupattur Secretary

Date : College Management Committee

I accept the appointment on the terms and conditions outlined above.

Signature of incumbent

#### Conclusion

This Personnel Policy is approved by the Parent Body which reserves to itself the right to amend, add to it or delete any clause included in it. From time to time (particularly before the beginning of a scholastic year), the Governing Body will discuss the working of this policy and recommend modifications to the Parent Body. Ordinarily the Rector, Secretary and the Principal are the interpreters of this policy. They may, if necessary, suspend the operation of any particular clause, but must give a written explanation to the Governing Body for their action. Their order will become operative unless the Governing Body overrules it. A copy of this policy is always available in College Office for reference by an employee.