



# ST. JOSEPH'S COLLEGE (ARTS & SCIENCE)

Affiliated to University of Madras | 2(f) Status of UGC Act, 1956

ISO 9001 : 2015 Certified Institution

Kovur, Chennai – 600 128

Managed by Sisters of DMI | [www.stjosephcollege.ac.in](http://www.stjosephcollege.ac.in) | [sjckovur@stjosephcollege.ac.in](mailto:sjckovur@stjosephcollege.ac.in)



## ST. JOSEPH'S COLLEGE (ARTS & SCIENCE)

Kundrathur Main Road, Kovur, Chennai-600128.

**Phone :** 9444405816/ 9444177762 / 9444390739

**Email :** [sjckovur@gmail.com](mailto:sjckovur@gmail.com), [sjckovur@stjosephcollege.ac.in](mailto:sjckovur@stjosephcollege.ac.in),  
[principal@stjosephcollege.ac.in](mailto:principal@stjosephcollege.ac.in)

### *HR POLICY MANUAL*



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## VISION

To emerge as an institute of excellence by imparting quality higher education to the youth, not only focus on imparting subject knowledge and skills, but also to mold the students with better conduct and character, committed to the societal needs and the national developments.

## MISSION

- To be innovative, inclusive and committed to excellence in teaching, research and knowledge transfer and to serve the social, cultural and economic needs of the society.
- To innovate and offer educational programmes in various disciplines with synergistic interactions with the industry and the society.
- To impart knowledge and skills to students equipping them to be ready to face the emerging challenges to the knowledge area.
- To provide equal opportunity to woman students and prepare them to be equal partners in meeting the scientific and technological demands of the nation.
- To provide opportunity for the rural and the underprivileged students to get collegiate education and to make the first generation learners graduate and employable.



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## THE PROFILE OF THE COLLEGE

The St. Joseph's College (Arts & Science) is a co-educational Christian institution run by the management of **Society for Education for Life**. This college was established in 1994 and has been taken over by **Rev. Fr. Dr. J. E. Arul Raj**, OMI and managed by the DMI Sisters from 2004. This college is approved by the Govt. of Tamil Nadu and affiliated to the University of Madras, **2(f) Status of UGC Act, 1956 and ISO 9001:2015 Certified Institution**. The DMI is known for its time-honourable tradition of imparting quality education to the society and rendering social service without discrimination. **Rev. Fr. Dr. J. E. Arul Raj** is the Founder and Chairman of the college. He is ably supported by **Rev. Sr. S. Lalitha**, Superior General and **Rev. Sr. S. Gnanaselvam**, Managing Trustee of the society.

The vision of the college is to provide a discipline life with a spiritual base to remain '**Fully Alive and Fully Human**'. Further, it strives to achieve excellence and provides opportunities to the students to achieve technical excellence.

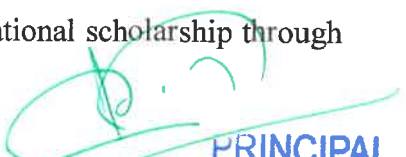
The college also commits itself to promote self-disciplined and holistic personalities among the marginalized, oppressed and disadvantaged sections of the society so as to mould persons in pursuance of making a better human life through science and technology. It enhances the core strength of the students and enables them to make significant contribution to the development of the society in particular and the nation at large.

## OUR OBJECTIVE:

- Promoting human and secular values
- Bringing about social change
- Fostering critical thinking
- Providing holistic developments in human personality
- Facilitating good ambience and excellent infrastructural facilities
- Creating career opportunities for young thriving talents

Encouraging the concept of "education for all" by providing educational scholarship through various Government schemes



  
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## THE DMI SOCIETY EMBLEM



The cross at the center of the globe is also the Center of Life for the DMI Sisters who run this Institution. The olive branch which decorates the globe stands for peace and constructive contribution by the technocrats. The overall spirit of the DMI is captured in the emblem. The Arctic tern is the symbol of four spirits. The Three Arctic terns in the emblem represent the spirit behind the missionary work of the DMI. The bird is known as the bird of the Sun as it travels along the Sun and never see the setting Sun.

It embodies our readiness to attempt the "NEW" but at the same time to be rooted firmly in the source and in our rich tradition. The DMI vows to produce technocrats of excellence to work for the global economy and peace in consonance with the motto '*fully alive and fully human*'. The college installs in them these virtues to be given back to the world.

## APPROVALS BY STATUTORY BODIES

The St. Joseph's College (Arts & Science) was established in the year 2004 and managed by the Society of Daughters of Mary Immaculate and Collaborators. The college has been governed and guided by a council of eminent academicians and Industrial Experts. The St. Joseph's College (Arts & Science) has been approved and affiliated to the University of Madras.



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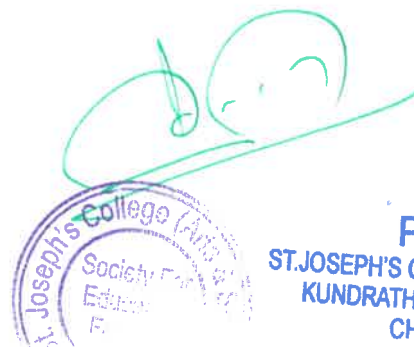
## COURSES OFFERED:

### UG COURSES:

- B.Com (General)
- B.Com (Corporate Secretaryship)
- B.Com (Accounting and Finance)
- B.B.A (Business Administration)
- B.A (English Literature)
- B.A (Philosophy)
- B.C.A
- B.Sc. (Biotechnology)
- B.Sc. (Computer Science)
- B.Sc. (Hotel and Catering Management)
- B.Sc. (Mathematics)
- B.Sc. (Physics with Computer Application)
- B.Sc. (Visual Communication)

### PG COURSES:

- M.Sc. Computer Science
- M.A (Philosophy)
- M.S.W
- M.Com



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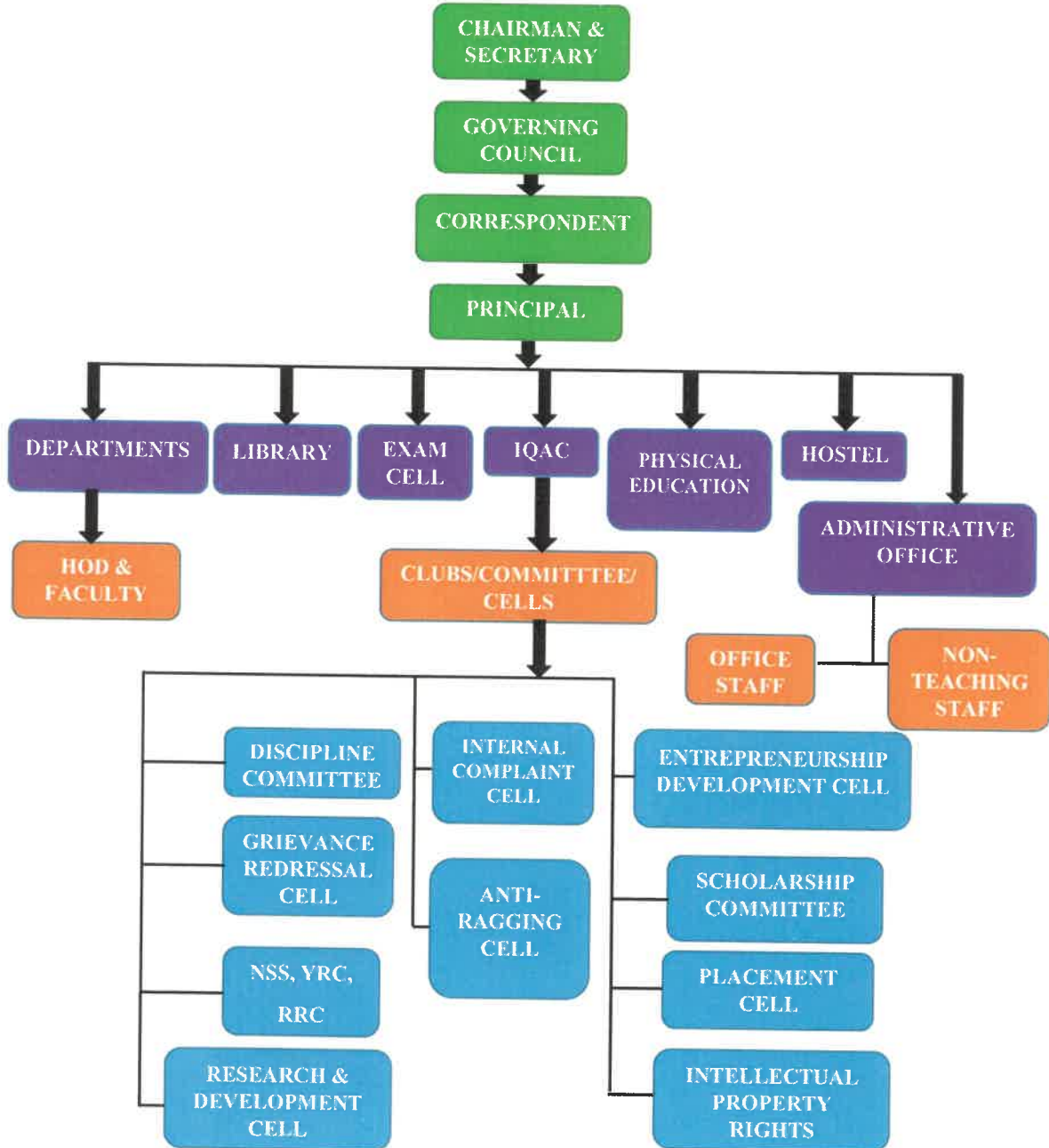
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## ORGANOGRAM



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## 1. PREAMBLE:

These rules shall be called the St. Joseph's College (Arts & Science), Kovur, Chennai. "Service, Conduct and Leave Rules" (Governing the conditions of service of teaching and non- Teaching staff)

## 2. Definition

### a. College:

College means the St. Joseph's College (Arts & Science), Kovur, Chennai, established and managed by the Society of Daughters of Immaculate and Collaborators.

### b. Management:

Management means the Society of Daughters of Immaculate and Collaborators represented by the Chairman.

### c. Governing Body:

Governing Body means the Governing Body of the St. Joseph's College (Arts & Science), Kovur, Chennai. which has been constituted in accordance with the provisions laid down in this respect by the University Grants Commission.

### d. University:

University means University of Madras, Chennai-600005.

### e. Principal:

Principal of the college is the head of the institution authorized by the Management to discharge the duties and responsibilities of the Principal.

### f. Employee:

Employee includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the college, whether such employment is probationary, temporary and permanent.



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## Teaching Staff:

The teaching staff comprise of the following categories.

- Principal
- Head of the Department
- Professor
- Associate Professor
- Assistant Professor
- Any other category of post declared so by the Executive body.

## Non-Teaching Staff:

Non-Teaching staff means the categories of staff, which are not categorized under the teaching staff, shall be deemed to be non-teaching staff.

## Competent Authority:

- Chairman/President of the Executive Body in case of Principal
- Principal in case of other employees.

## Duty:

An Employee is said to be on “duty” for the Purpose of service benefits.

- When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.
- When the employee is absent from the duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- When the employee is attending conferences/seminars/workshops duly permitted by the competent authority.
- When the employee is attending to the work assigned to him/her by the competent authority, in the institution.



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## CODE OF BEHAVIOUR

The teaching profession expects high standards of ethical behavior. All the members employed in various capacities are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to the ethical codes of conduct listed below:

1. The staff shall not indulge in rude or abusive behavior, comment against superiors and make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
2. Staff shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
3. The staff shall desist from getting involved in un-authorized activities leading to financial benefit.
4. The staff shall desist from exhibiting non-ethical behaviour that jeopardize the moral standards of the Institution;
5. The staff shall comply with rules, regulations, policies or Management from time to time.
6. Staff shall maintain a professional style of dressing

### Pay:

Pay means Basic Pay in the timescale or Basic Pay with Dearness Allowance and other Allowances as the case maybe.

### Year:

Year means Calendar Year/Financial Year/Academic Year as the case maybe.



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## APPOINTMENT, SELECTION AND PROBATION

### Appointments:

The Principal is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

### Qualifications:

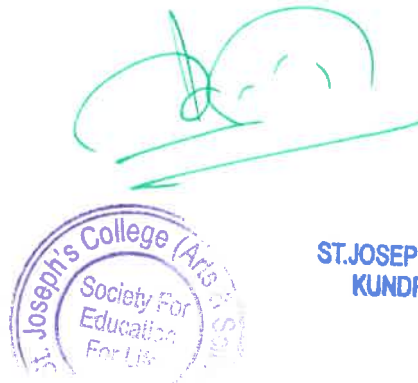
The qualifications, age, experience etc., shall be as per the UGC norms in respect of teaching and non- teaching staff.

## GENERAL PROCEDURE OF RECRUITMENT (APPOINTMENT RULES)

All posts at the Institute shall normally and as far as possible, be filled by advertisement; but, the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

All appointments on the staff of the Colleges shall be made only by the Governing Body of the College, through its Chairman or authorized by the Governing Body.

The man power requirement shall be as ascertained on the basis of the desirable norms prescribed by the University of Madras or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.



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## THE SELECTION COMMITTEE SHALL INCLUDE:

### 1. In the case of recruitment of the Head of the College

- A. The Chairman
- B. The Correspondent
- C. An Educationist
- D. The Principal from Other Institutions

### 2. In the case of recruitment of teaching faculty

- A. The Correspondent
- B. The Principal
- C. The Head of the Departments of the college
- D. A Subject expert / Industrial Expert

### 3. In the case of recruitment of clerical staff / lab assistants

- A. The Correspondent
- B. The Principal
- C. The Head of the Departments of the college.

### 4. In the case of recruitment of maintenance Staff

- A. The Correspondent
- B. The Principal

## SELECTION PROCEDURES:

The following procedure is followed in the selection of faculty members in various departments:

- ✓ HODs forward the staff requirement details to the Principal, taking into consideration additional workload or Staff leaving the institution.
- ✓ After consolidation of the requirements from various departments, the Principal with the concurrence of Correspondent arranges for publishing advertisements.



  
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- ✓ The applications received from the candidates are scrutinized by the Heads of the Departments. The applicants who fulfill the requirements with regard to qualification and experience are called for interview.
- ✓ The selection process consists of three stages (i) Screening test (ii) Personal interview on technical and general aspects by the Staff Selection Committee (iii) Final interview by the Principal and the Correspondent.
- ✓ Appointment Orders are issued to the selected candidates after GC approved and joining letter is received from them.

## Conditions of Appointment:

- The staff members are entitled to leave as per the rules of the institution. He / She will be covered by the rules including conduct, discipline and administrative order and other rules or orders of the St. Joseph's College (Arts & Science) that may come in force from time to time.
- The Staff members are required to bring their certificates in support of education. Professional qualification, experience, date of birth, relieving letter from the immediate past employer, together with one set of copies and one passport size photograph for records at the time of reporting for verification.
- The staff members are expected to work with high standards, Initiative, efficiency and economy. He / She will apply himself / herself diligently and faithfully to the work, that may be assigned to him / her from time to time and will confirm to such directions that shall be given to him/her by their superiors.
- The staff members will be responsible for the safe keeping and return in good condition and order of all the properties of the college, which may be in their use, custody or charge. For the loss of any property, the college will have a right to assess on its own basis and recover the damage of all such materials from them.



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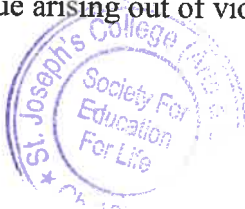
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- The general details of duties and responsibilities for Staff members shall be given separately by the Principal / Correspondent from time to time.
- The appointment of staff members is subject to being declared and remaining medically fit by himself / herself. In case they are not found medically fit to continue with the job, he / she will lose their lien on the job. He / She is expected to serve in the institution for a minimum period of two years. However, if their performance is not satisfactory he / she will be terminated with one-month notice.
- In case the staff members want to leave the institution three months advance notice, prior to completion of academic year and acceptance of three month's salary in lieu of notice will be at the discretion of the management. However, they are expected not to leave from the service during the middle of the academic year.
- The staff members will devote their entire time to the work assigned to them and will not undertake any work or business, honorarium or with remuneration. Any contravention shall attract termination.
- In addition to teaching, they will be required to take active interest and participate in the development process at the college including seminars, workshops, research and publications, nurturing of Institute Industry Interface and other academic and corresponding activities. They should also take up additional responsibilities assigned to them by the Principal, Correspondent and the Chairman from time to time.
- He / She shall not reveal to any person except with the specific authority of the management, any information regarding the activities, official matters, and any information regarding the Institution.
- The staff member, if found smoking or under the influence of alcohol inside the campus, the management will have the discretion to take appropriate action and any such action taken shall bind the employee.
- Every employee is expected to conduct himself / herself in accordance to the law of the land and in case of any issue arising out of violation of such law; the institute will



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not be responsible in any manner.

- As token of their acceptance, they have to sign in the duplicate copy of appointment letter and return to the management.

## **Probation and Confirmation:**

- The staff member will be placed under probation for one year from the date of joining. In the probation period, if their attendance, conduct, work progress are not satisfactory, the service of the employee may be terminated. The appointment of employee will be confirmed mandatorily after successful completion of probation period of one year.
- If an employee desires to be relieved during the period of probation, it will be necessary for him / her to give three months' notice in writing or three month's salary including all allowances unless or otherwise the Management permits relaxation under special circumstances.

## **Termination of Service:**

- If an employee at any time after confirmation intends to resign, he / she shall give three months' notice in writing or three month's salary including all allowances.
- The Management shall have the power to relax the period of notice or payment of salary in special circumstances.

## **Retirement:**

- Every employee of the College shall retire on attaining an age of super annulation as provided for by regulatory bodies like the UGC and in force from time to time. Extension or re- employment may also be given according to such provisions at the discretion of the Governing body only on such terms and conditions it deems fit.



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## PROMOTION POLICY FOR FACULTY MEMBERS

### Experience:

- Experience means the teaching experience in the UGC approved institutions. The experience gained by working in Companies / Industries may also be considered partially / fully by the Management Committee in exceptional cases, depending upon the quality and relevance to teaching of the experience / nature of the job, designation / post held and the reputation of the company / industry at National / International level. Experience gained in sick / poor companies / industries shall not be considered for any kind of equivalence.

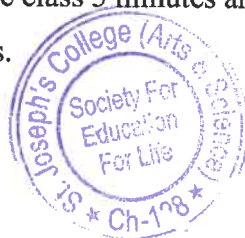
### Promotion:

- Every person with eligibility for promotion is being considered for promotion based on the retirement in the department as per the UGC norms.
- The Staff Selection committee consisting of the Correspondent, Principal, HOD of the various departments and expert members review their profile for the promotion.

## STAFF RESPONSIBILITIES

### **General Code of Conduct:**

- ✓ All the faculty members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- ✓ All the faculty members are expected to attend the Prayer session at 8.25 am every day.
- ✓ The faculty should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 05 minutes after the end of the last hour. They should be available to the students for clearing after the class hours.
- ✓ The work load of all the staff shall be fixed by the management.
- ✓ Faculties to be in front of the class 5 minutes ahead of lecture hour and leave the class only after the reliever comes.



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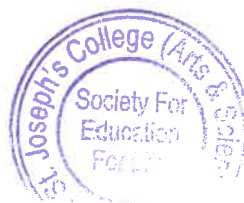
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- ✓ Faculty has to be inside the lab 15 minutes before start of the lab classes.
- ✓ Faculty members are expected to update their knowledge by attending Seminars / Workshops / Conference, after obtaining necessary permission from the Principal / Management. However, the management reserves the right to delicate the staff as per the regulations in force.
- ✓ Faculty members should attempt to publish text books, research papers in reputed International / Indian Journals / Conference.
- ✓ Self-development by way of attending FDPs, Conferences, guiding good projects, setting funds for projects, publishing papers are parameters of performance evaluation.
- ✓ During the probation period of one year, the faculty members are expected to prove their expertise. Support will be extended in all aspects. If the probation period is not satisfactory to the management, it may entire termination.
- ✓ The faculty member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every faculty member is expected to extend his/her beneficial influence in building up the personality of students and he / she should associate himself / herself actively with such extra-curricular activities which he / she is interested in or assigned to him / her from time to time.
- ✓ Groupism of any kind should be absolutely avoided. If faculty members are found indulging in such activities will be subject to disciplinary proceedings.
- ✓ Feedback from students, normal and informal, will be collected and appraised by the faculty for improvement.
- ✓ Converse only in English both in classroom and outside.



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## FOLLOW THE DRESS CODE:

- Men : Light coloured full sleeve shirt neatly tucked in, Shoe and ID card.
- Women: Sari, Salwar with Dupatta and ID card.
- ✓ The entire faculty should attend the assembly along with the students.
- ✓ Faculty to be inside the class during the student prayer both in the morning, strictly make the students stand and silent till the prayer gets over.
- ✓ Cell phones are strictly not allowed during the working hours.
- ✓ Faculty members are expected to be impartial and cordial to students. But don't be too close which may lead to indiscipline in the class.
- ✓ Never try to control the class by threatening on internal marks or lab examination.
- ✓ Faculty should not leave the campus during working hours without prior permission of HOD / Principal.
- ✓ Leaving the institution in the middle of the semester is not permitted. One month advance notice is mandatory at the end of the academic year. Resignations will not be accepted after 31<sup>st</sup> of March. Relieving will not be entertained after 15<sup>th</sup> April. Any resignations received after the said date will be permitted only by paying three month's salary by the faculty.
- ✓ The staff will be relieved only at the end of the semester after completing the entire syllabus, laboratory work and the other related academic work.
- ✓ No vacation leave, On Duty leave or personal leave should be availed during the notice period.
- ✓ Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the College premises, is strictly prohibited.



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## CONDUCT IN THE DEPARTMENT:

- ✓ The teaching load will be allotted by the HOD after taking into account of the member's expertise.
- ✓ The subject is allotted to the faculty member, should prepare the lecture with the lesson plan.
- ✓ The faculty member should get the lesson plan and course file - approved by the HOD / Principal. The course file consists of preface, time table, lesson plan, previous year university question papers, notes, handouts, OHP sheets, test / exam question papers, three model answer scripts for each test / exam, assignments (if any).
- ✓ The faculty member's log book must be regularly updated and be maintained for inspection by the HOD / Principal.
- ✓ Lecture notes before starting of the semester have to be submitted to the HOD / Principal.
- ✓ In addition to the teaching, the faculty member should take up additional responsibilities as the HOD in academic, co-curricular or extra-curricular activities.
- ✓ Every faculty member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance register maintained in the department as soon as the classes / laboratory hours get over.
- ✓ Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternative arrangements suggested.
- ✓ The faculty must update all the files pertaining to additional responsibilities assigned to their and be ready to put up the files for inspection by the HOD / Principal as the case may be.



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## CLASS ROOM TEACHING

- ✓ Every faculty should always aim for 100% results. In her / his subjects and works accordingly. However, expected to produce results more than 90% without fail.
- ✓ Preparation in advance for classes is necessary to achieve this.
- ✓ The faculty member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well upto 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- ✓ Use slides / PPT for complex diagrams and lengthy derivations.
- ✓ Use practical examples when explaining the concepts.
- ✓ Provide details of website addresses related to the topic.
- ✓ Teach the topics and advanced concepts, beyond the syllabus.
- ✓ The faculty member should refer to more books other than textbooks and prepare his / her detailed lecture notes. These lecture notes are his / her aids. The faculty member should not dictate the notes in the class.
- ✓ When students ask questions, take positively and answer. If the answer is not known, tell them that the answers will be provided in the next class.
- ✓ Conduct short tests and ask few questions often to assess the effectiveness of your teaching yourself. Adapt to the necessities of students.
- ✓ Analyze the test results, identify slow learners and coach them extra to improve the university result.
- ✓ Revision / coaching classes are vital for exam preparation. Hence, the staff have to plan the lecture hours accordingly.
- ✓ The topics covered in each period should be entered in the log book and get



  
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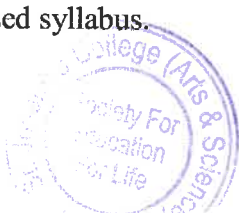
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signed by the HOD periodically.

- ✓ The faculty member should take care of academically backward students and pay special attention to their needs in special classes.
- ✓ In problem oriented subjects, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of the actual class.
- ✓ The faculty member shall give possible 2-mark questions with answers for each unit.
- ✓ The faculty member should make himself / herself available for doubt clearance.
- ✓ The faculty member should motivate the students and bring out the creativity / originality in the students.
- ✓ The faculty member should regularly visit library and read the latest Journals / Magazines in his / her specialization and keep oneself abreast of the latest advancements.
- ✓ Quick reference material should be circulated for all the units before the model examinations.

## LABORATORY

- ✓ Faculty has to be inside the lab 15 min before the start of the Lab Classes.
- ✓ The faculty member, conducting the practical, must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- ✓ Whenever possible, additional experiments to clarify or enlighten the students must be given. The lab observations / records must be corrected then and there on the next class.
- ✓ Lab classes: 30 min - observation / 90 min experiment / 30 min result verification and viva. The lab manual should be updated by the faculty concerned in accordance with the revised syllabus.



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- ✓ Sample records should be maintained in every lab.

## TEST / EXAM:

- ✓ While setting question paper, the faculty member should also have the detailed answer and marking scheme.
- ✓ During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam / test.
- ✓ Whenever any malpractice is noticed, the faculty member should inform the University Representative / Chief Superintendent. (Contact Coordinator and the HOD concerned in the case of Internal Assessment Test / Model Examination).
- ✓ The test papers must be corrected within three days from the date of examination and the marks should be submitted to the HOD for forwarding to the Principal with remarks.
- ✓ The faculty members should be very fair and impartial in awarding of internal marks.

## STUDENT - FACULTY RELATION:

- ✓ The faculty members should have a good control of students.
- ✓ As soon as the faculty member enters the class, he / she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers, the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class coordinator / HOD.
- ✓ The faculty member should act with fact and deal with insubordination by students.
- ✓ The Faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.



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## **PROMOTION / INCREMENT POLICY:**

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that enhancing compensation shall be through annual increment and promotions based on performance evaluations.

## **WELFARE MEASURES:**

**All the staff members in the SJC, irrespective of their cadre enjoy the following welfare measures:**

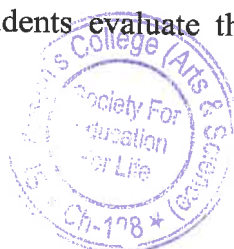
- Fee concession / scholarship will be given to employee wards.
- Provident Fund for Staff
- Post appraisal Incentives provided for the best performing Faculty members.
- Providing financial support to attend FDP, workshop, training programmes and National and International Conferences.
- Providing ON Duty and financial support for the faculty members for PhD research works / book publishing.
- Maternity leave for woman Teaching & Non- teaching Staff members as per norms.
- Special leave for religious festivals.
- Celebrations of the festivals in the campus.
- Monthly one-day Casual leave and two permissions / late will be allowed.

## **FACULTY SELF- APPRAISAL:**

- At the end of each academic year, the Faculty shall evaluate themselves using prescribed Faculty Self- Appraisal filled and submit it to the Principal which may take into consideration at the time of Increment or Promotion.

## **FEEDBACK EVALUATION:**

- Once in a semester the students evaluate the teachers handling their respective



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subjects covering various aspects of student-teacher interaction through a computerized structured format. The computer on-line-evaluation pertains to teaching process dimensions such as punctuality and regularity of the teacher. Teachers' discussion of class tests, tutorial & assignments and syllabus coverage. Assessment of the college environment, facilities and management responsiveness measured on the following dimensions such as College environment, Cleanliness / sanitation, Library facilities, canteen water supply, games / sports, transport, etc.

- Absolute privacy and confidentiality are maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he / she is counselled, advised and trained to improve through an advisory committee consisting of the Professors and the Head concerned, the institutional administration will take necessary steps to encourage and reward teachers with excellent increments or promotion.

## STAFF INDUCTION:

- All the new joined employees, upon completion of the formalities shall undergo induction and appropriate training programmes, intended to familiarize them with the dynamics of the organization.

## IDENTITY CARD:

- All employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. The ID cards may be issued to new staff within 15 days of their joining the organisation. At the time of session of service, Employees are required to return their Identity Card to the organisation which should be destroyed immediately.

## LEAVE RULES:

## GENERAL RULES:



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- Every employee shall be entitled to 12 days Casual Leave.
- Accumulation of leave is not allowed.
- Leave Application: The Application shall be submitted on prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements / internal adjustments among the Faculty members of his / her or any other department to keep the students engaged.
- No leave can commence unless it has been sanctioned. Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable for disciplinary action besides penal deductions.
- Acceptance of alternate employment / engaging in trade / business etc. causing him / her the monetary / personal gain is an offence and the employees shall refrain from the same.
- No leave will be sanctioned on telephone except in case of extraordinary circumstances / sudden illness etc. This shall however be regularized immediately on joining the duty in writing.
- All leave applications forwarded to the Principal for sanctioning shall contain the recommendation of the HOD.
- Leave shall be granted in accordance with the “Leave rules” in existence.
- No vacation leave, On Duty leave or personal leave should be availed during the notice period.

## **KINDS OF LEAVE:**

**Provision exists for the following kinds or leave:**

- Casual Leave (CL)
- Medical Leave (M L)

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- Leave without Pay (LWP)
- Duty Leave / On Duty (OD)
- Maternity Leave (ML)
- Marriage Leave (MGL)
- Permission (P)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the Governing Body in its sole discretion. The decision of the Governing Body in this regard shall be final and binding.

## CASUAL LEAVE (CL):

- Every employee held on the roster the institute is entitled to one (01) day casual leave for each month on duty performed by him / her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- Casual Leave will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.
- If any staff is on leave other than official leave on a declared holiday of the institution, no compensatory leave shall be given to him / her.
- Late arrival for three consecutive occasions in a month shall lead to the deduction of half a day casual leave in his / her credit.

## MEDICAL LEAVE (ML)

- Medical leave may be granted in case of sickness of the employee and not his / her dependents.
- Medical certificate from Doctor would be required in case of absence for three days or more.



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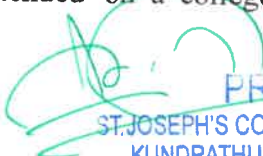
## LEAVE WITHOUT PAY (LWP)

- No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control. If any employee has to avail leave in excess of authorization, he / she may be granted, leave without pay at the discretion of the Principal, subject to exigencies of service.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

## DUTY LEAVE / ON DUTY (OD) LEAVE

- An activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating the University may be considered for grant of this leave.
- OD cannot be availed of unless previously sanctioned / approved by the Principal. There is no provision for post facto approval of OD.
- The Duty leave will normally be restricted to a maximum of ten days during an academic year but may be extended subject to the approval of the competent authority.
- Leave is subject to the following conditions:
  - (i) A written request from the competent authority.
  - (ii) The paper has been accepted for presentation and communication to this effect received in writing.
- Duty leave may be granted for one or more of the following purposes:
- To deliver academic lecture in highly reputed / ranked organization.
- Even during annual leave / holidays, University / College assignments must be attended to without fail, no compensatory off can be claimed for this purpose. State are not eligible for any compensatory leave for exam duty attended on a college Leave / vacation period.



  
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- To present a research paper in a Conference / Symposium of National / International level or to attend a Quality Improvement Programmes (QIPs) when duly authorized by the Principal.
- Any other special case ten merit as approved by the Management on the basis of the recommendation of the Principal.

## **MATERNITY LEAVE (ML)**

- The Women employees having more than one-year service at the College are eligible to avail maternity leave. A suitable medical certificate from a competent Doctor must be attached with the leave application.
- Maternity leave can be granted for a period of 3 months (up to a maximum of two children).
- One-month salary shall be paid after the employee joins the duty.

## **MARRIAGE LEAVE (MGL)**

- If the marriage falls on the working days, one week leave (including Saturday & Sunday) is permissible to confirm staff

## **PERMISSION (P)**

- Permission for one hour either in the morning or in the evening only is granted to the staff on emergency cases when such case is informed ahead of the working hours.
- Only two such permissions / late will be granted in a month.



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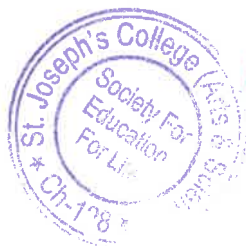
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## APPENDIX A

### RESPONSIBILITIES OF TEACHERS

(This is as per the UGC Notification)

Academic	Research & Consultancy	Administration	Extension
Classroom Instruction	Research & Development Activities And Research Guidance	Academic & Administrative Management of The Institution	Extension Service
Laboratory Instruction	Industry Sponsored Projects	Policy Planning Monitoring & Evaluation And Promotional Activities Both At the Department And the Institutional Level	Interaction With Industry & Society
Curriculum Development	Providing Consultancy & Testing Service	Design And Development of New Programme	Participation in Community Services
Developing Learning Resource Material & Laboratory Development	Promotion of Industry, Institution, Interaction And R & D	Preparing Project Proposals for Trending in Areas of R & D Work, Laboratory Development, Modernization, Expansion, etc	Providing R & D Support and Consultancy Services to Industry and other user agencies
Students Assessment & Evaluation Including Examination Work of The University		Administration Both at the Departmental and the Institutional Level.	Providing on-Formal Modes of Education for the benefit of the Community.



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