

1. SCOPE OF SERVICE RULES

These Service Rules are applicable to all employees of St. Xavier's Catholic College of Engineering, academic, administrative and maintenance. Employees of the College are bound also by all other relevant rules, regulations and procedures in force at the time of their appointment and as may be modified from time to time thereafter.

2. APPLICABILITY

If any provision in the General administration Rules of St. Xavier's Catholic College of Engineering, repugnant to any other provisions applicable to any particular categories of employees the provisions of this rules will prevail.

3. CATEGORIES OF EMPLOYEES

3.1. TEACHING

- a. Principal
- b. Vice Principal
- c. Controller of Examination (CoE)
- d. IQAC Coordinator
- e. Dean
- f. Head of the Department
- g. Professor
- h. Associate Professor
- i. Assistant Professor
- j. Physical Director
- k. Librarian
- l. Placement Officer
- m. Placement trainer

3.2. NON – TEACHING (ACADEMIC)

- a. Skilled/Lab Assistant

3.3. ADMINISTRATION

- a. Office Superintendent
- b. Public Relations Officer
- c. Purchase Officer
- d. Personnel Officer
- e. Verification Officer

- f. System Administrator
- g. Media Designer
- h. Programmer
- i. Accounting Officer
- j. Assistant
- k. Junior Assistant
- l. Office Assistant

3.4. MAINTENANCE

- a. Estate Officer
- b. Technical Assistant (Plumber)
- c. Technical Assistant (Electrician)
- d. Carpenter
- e. Gardener
- f. Security
- g. Sanitary Worker

3.5. TRANSPORT

- a. Transport Officer
- b. Head Driver
- c. Driver
- d. Driving Instructor
- e. Bus Manager
- f. Mechanic

4. CLASSIFICATION OF EMPLOYEES

Employees shall be classified as:

- a. Permanent
- b. Probationary
- c. Temporary
- d. Contract
- e. Part-time
- f. Casual / Daily wages

4.1. PERMANENT

- a. Permanent employee is one who is appointed on a permanent basis against a regular vacancy with an appointment order issued by the Competent Authority.
- b. On the satisfactory completion of the period of probation, regularization order shall be issued by the Correspondent to the employee.
- c. Being a Self-financed institution, all appointments will be subjected to the following conditions. The management has discretionary powers to terminate any appointment because of
 - i. Cessation of the post/ programme.
 - ii. Lack of sufficient number of students for the particular course.
 - iii. Change of curriculum/ syllabus or any other unforeseen circumstances.

In the case of change of curriculum/syllabus, in deserving circumstances guidelines given by the Management Council time to time will be implemented.

4.2. 'PROBATIONARY' is one who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof. Every year there will be an evaluation based on the performance, the management may extend or terminate. The period of probation is two years within a period of three years.

4.3. 'TEMPORARY' employee is one who is appointed for a fixed or specified period of time:

- a. in work which is essentially of a temporary nature, or
- b. to fill temporarily in a regular post, or
- c. to cope up with a temporary increase in work, or
- d. for any other reason.

A temporary employee shall be entitled only to the benefits as specified in the terms of employments.

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

4.5. 'PART-TIME' employee is one who is employed to do work for less than the normal period of working hours. He shall be entitled to benefits only as specified, in writing, in the letter of appointment.

4.6. 'CASUAL/DAILY WAGES' (NMR): employee is one who is employed on a day-by-day basis for the work of an occasional or casual nature. A casual employee shall not be entitled to benefits provided to other classes of employees.

5. RECRUITMENT

All the recruitments will be done through open competition following the AICTE/University norms and the selection procedures of the management.

6. EMPLOYMENT

- 6.1. Only a person who has received a letter of appointment duly signed by the Competent Authority and joined duty thereof shall be deemed to be an employee of the college.
- 6.2. The appointee shall produce her/his original certificates and one set of attested copies thereof at the time of joining duty and those documents should be made available as and when required for scrutiny.
- 6.3. Unless, in any particular case, it be otherwise distinctly provided, the employee's time is entirely at the disposal of the College and she/he may be employed in any manner required by the Competent Authority, without claim for additional remuneration.
- 6.4. Generally, before a person is considered for regular employment, unless otherwise specified in the appointment order, s/he is required to be on probation for a period of two years within a continuous period of three years from the date of joining duty as a probationer.
- 6.5. If during the period of probation, the employee's performance of the duties assigned to him/her has been found to be satisfactory his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority.
- 6.6. During the period of probation or extended period of probation or at the end of probation, the services of a probationer can be dispensed with at any time without assigning any reason. No appeal shall lie against such termination.
- 6.7. No employee is entitled to be treated as a regular employee by reason alone of his/her having completed the probationary period until the confirmation order is issued in writing by the Competent Authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharged from service.
- 6.8. A regular employee appointed in a different post or promoted to a higher post shall be on probation for a period of one year with in a period of two years. Unsatisfactory completion of the probation period entails reversion to the earlier post.

- 6.9. No employee can claim promotion as a matter of right. When a higher post falls vacant and the competent authority decides to fill the post with the approval of Management Council, the competent authority is free to consider all eligible candidates who apply for it. The promotion of an employee from a lower post to a higher post will be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service and the individual's suitability for the job.
- 6.10. Inter departmental transfers of employees may be made by the Competent Authority in the interest of the institution and employees are bound to comply with orders in this behalf.

7. SERVICE REGISTER AND SENIORITY

- 7.1. It shall be the duty of every employee to furnish, in writing, his/her correct and complete bio-data in the prescribed form to the Competent Authority for the purpose of opening Service Register, and thereafter promptly to notify, in writing, any subsequent changes in the details furnished. Any suppression/ distortion of material facts is sufficient enough for termination.
- 7.2. The management of SXCCE maintains staff service registers and a seniority list of the teachers and other employees.

8. RECORD OF AGE PROOF

The date of birth of an employee, as furnished by her/his at the time of joining duty, should be supported by her/his School Leaving Certificate.

The age of the employee verified as above and accepted and recorded in the service register by the college and approved by the competent authority shall be conclusive proof of the age of the employee for all questions concerning her/his employment including retirement, and no corrections will be carried out in the service register even when the age is corrected in the School Leaving Certificate.

9. CHANGE OF ADDRESS

Whenever any change occurs in the residential address, telephone and email of an employee she/he must immediately intimate such changes to the Competent Authority in writing which shall be recorded in the registers maintained in the administrative office of the College.

10.LEAVING THE HEADQUARTERS

No employee shall, ordinarily, while on leave or under suspension or on holidays, leave the headquarters without prior permission of her/his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, she/he should communicate to the Correspondent/ authorities the out-station address/contact number at which she/he may be contacted if necessary.

11.IDENTIFICATION OF EMPLOYEES

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

12.CODE OF CONDUCT AND DISCIPLINE IN GENERAL

- 12.1. Unless it is explicitly stated, the staff employed in the College shall be at the disposal of the College during all the working hours and s/he shall serve it in such capacity and at such places as s/he may from time to time be directed.
- 12.2. Every member of the staff of the College shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to her/him by any person or persons under whose jurisdiction, superintendence or control s/he may be placed from time to time.
- 12.3. The members of the staff of the College shall furnish in standard format either at the time of appointment or when asked for, an undertaking agreeing to abide by the rules and regulations in force and the other conditions which the management may prescribe or modify as the case may be.
- 12.4. Each member of the staff is expected to know the Vision, Mission, Values and Quality Policy of the institution and work constantly for their realization. They are also expected to be in the know of all the guidelines of AICTE, UGC, Anna University, and all concerned accreditation agencies and laws concerned with running a minority higher education institution.

13.CODE OF CONDUCT AND DISCIPLINE IN PARTICULAR

- 13.1. Each member of the staff should possess outstanding qualities so as to mould students into excellent persons and each staff shall be a role model to them.
- 13.2. All the Catholic members of the staff shall be practicing Catholic Christians leading exemplary lives and be involved in the activities of the parish they belong to. Further they shall actively participate in the faith formation programmes organized by the College. Once in two years, they have to get a letter from their parish priest.
- 13.3. All Catholic members should show allegiance and loyalty to the diocese, abide by and work for its priorities and should never directly/indirectly associate or collaborate with any one or any group opposing the diocesan priorities.
- 13.4. All the members of the staff shall be neatly dressed, observing the dress code as prescribed by the competent authority of the College besides wearing the identity card.
- 13.5. They shall discharge their duties efficiently and diligently so that the student community may be given a high quality of training in keeping with the Vision, Mission, Values, Motto and Quality policy of the College.
- 13.6. They shall not absent themselves from their duties except when very necessary and with prior permission.
- 13.7. Every staff member shall be found in his/ her specified working place. Leaving the work place is allowed only with prior permission and after recording the same in the movement register.
- 13.8. Every member shall conform in letter and spirit to the rules and regulations of the College as regards to their job description and prescriptions.
- 13.9. Every member shall perform all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.
- 13.10. No member of the staff shall be engaged in gambling or betting either in the College premises or in any public place.
- 13.11. Substance abuse is strictly prohibited in the college premises. No member of the staff shall be found in a state of drunkenness nor shall s/he consume any alcoholic beverage or any kind of intoxicants in the College premises.

- 13.12. No member of the staff shall be, for any reason, found guilty of giving or taking bribe or gifts or any illegal gratification from the students or their parents or guardians or from other employees or from any other agencies.
- 13.13. No member of the staff shall indulge in harassment of any type, misbehaviour or victimize or show partiality to any of the staff or students of the College. All the staff are expected to avoid strictly all discriminations based on caste, creed, status, and keep themselves away from all kinds of gender bias.
- 13.14. No member of the staff shall be involved either directly or indirectly in any criminal activities.
- 13.15. If any member of the staff is subjected to any criminal proceedings, the Correspondent shall be apprised of it.
- 13.16. If any member of the staff is arrested on any charge and detained in custody for more than 24 hours, s/he shall be deemed to be under suspension from the date of arrest. When released or on bail the member should convince the management of his/her bona-fides to be reinstated.
- 13.17. Any member, convicted in a court of law on criminal charges, shall have his/her services terminated.
- 13.18. No staff member shall bring or attempt to exert any political or social pressure or other influences on his/her superior authority in respect of his/her service interests.
- 13.19. No member of the staff shall be a member of any political party and neither shall s/he contest any political election. No member of the staff shall get involved in any political activity within the College campus.
- 13.20. No member of the staff shall engage directly or indirectly in any activity for financial gain or trade or business, like running tutorial or coaching classes, technical courses, small businesses, driving schools or private consultancies or any work of remunerative nature.
- 13.21. The members of the staff shall have only a decent, mature professional relationship among themselves and with the students keeping an emotional distance and in no way involve in any harassment in word or deed.
- 13.22. Works of honorary nature like doing research, writing books or undertaking work of an academic nature including guiding PhD students are encouraged, provided they are

done without prejudice to the work in the College with proper permission from the Correspondent.

- 13.23. No member of the staff may apply for employment elsewhere without the prior permission of the Correspondent.
- 13.24. No member of the staff shall engage himself/herself in mass signature campaign.
- 13.25. No member of the staff shall mobilise the staff for any demonstration, mass representation or protest against the management.
- 13.26. No member of the staff shall engage himself/herself in any protest against the management like slow down work, mass casual leave, pen down strike or any other interruption or discontinuance of work.
- 13.27. The members of the staff shall not participate in any of the strike or demonstration which is prejudicial to the interests of the College.
- 13.28. No member of the staff shall indulge in destructive criticism of the policies of the management either in speech or in writing neither shall s/he associate herself /himself with those who are engaged in similar destructive activities nor shall s/he ventilate any grievance through the press, leaflets, hand bills, electronic or digital social media, etc.
- 13.29. No member of the staff shall damage or attempt to cause damage to the property of the College and bring loss to it.
- 13.30. No member of the staff shall disobey the orders of the management or superiors; neither shall s/he refuse to accept any communication from the management.
- 13.31. No one shall knowingly make any false statements in any document pertaining to her /his employment in the College. Neither shall anyone of the staff try to access or copy or give or take or possess any document belonging to the college he/she is not authorized to possess.
- 13.32. No representation of grievances is to be made to the management except through proper channel.
- 13.33. No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV or post in any social media or private or social network

or blogs, on a topic related to the College/ management without prior sanction from the Correspondent.

- 13.34. No member of the staff shall make use of or give access to others, any matter of confidential nature which s/he has acquired as an employee in the College for any purpose.
- 13.35. Every member of the staff shall hold the development and success of the College very dear to him/her and shall come forward with suggestions and proposals for its growth. S/he shall generously give her /his best so that the College will ever fulfill the mission the management has envisaged for it.
- 13.36. Every member of the staff shall take keen interest in the continuous enrichment of her/his profession through studies and research throughout the career.
- 13.37. Members of the staff are expected to participate in knowledge building activities and enrich their field of knowledge by sharing the artifacts, engaging themselves in scientific dialogue and collaborating in research with their professional peers at the local, national and international levels through avenues like professional meetings, seminars, workshops, conferences etc.
- 13.38. Members of the staff shall respect the rights and dignity of all the students and deal with them impartially regardless of their religion, caste, socio-economic status, physical abilities and gender. They shall respect and show keen interest to listen to the opinions and views expressed by the students for their benefit and benefit of the institution.
- 13.39. Each of the staff, with their limits, shall spend time to encourage, mentor and counsel the students who are in need of guidance for the quality improvement of their education and career without expectation of any remuneration or compensation.
- 13.40. The members of the staff shall speak respectfully of other staff and render assistance for mutual professional betterment and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- 13.41. The members of the staff shall give due respect to the parents and guardians of the students, convey any information with regard to their wards politely during the parent-teachers interaction meetings or through other means whenever it is needed.
- 13.42. The members of the staff shall recognize and remember that education is a public service and uphold their responsibilities to the public.

13.43. The members of the staff shall be interested in the emancipation of the society, be aware of the prevailing social issues and involve in such activities professionally as to provide valuable and timely solutions for the same without prejudice to their duties in the institution with the permission and guidance of the authorities of the institution.

13.44. Achievements and drawbacks on the part of the teaching and other staff will be recorded at the end of every semester which will be considered for the career development of the staff within the college.

14.DUTIES AND RESPONSIBILITIES

14.1. PRINCIPAL

The Principal is the one who is fully responsible for the academic performance of the College under the guidance, direction and control of the Correspondent. "Academic" means institutional, governmental and public requirements for education, including the requirements of the relevant accrediting agencies.

S/he will lead the personnel of the college for the quality development of the institution in the fields of Academic, Research and Discipline. S/he is responsible to create an ambience conducive for the best performance of the staff and the students and to develop best practices that sustain high standards and social responsibility and thus lead the college towards the realization of its vision, mission, and quality policy abiding by the salient values of the college.

14.1.1. S/he shall be familiar and have thorough knowledge of all the rules, regulations, norms, guidelines and directions of AICTE, the University, Government of Tamil Nadu/Government of India, DOTE, UGC, Accreditation Agencies, Research Funding Agencies, LPA and related agencies and the demands of the law that apply to the establishment and running of a minority institution of higher education and all the clauses of the Manual of General Administration of the College and the Principles of the Diocese of Kuzhithurai and keep the Correspondent informed of them and get his guidance for their implementation.

14.1.2. S/he will cooperate with the Correspondent to steer the institution towards the fulfillment of its vision, mission, and quality policy with his academic leadership in accordance with the rules of the Central and State Governments and their relevant agencies, Affiliating University, and institutional Manual imbuing the spirit and

principles of different accrediting agencies and the directions by the Management Council time to time.

- 14.1.3. S/he is responsible for following the government rules with regard to admission, syllabus, number of working days, examination and the results etc. Along with this, he/she is duty bound to reach the academic objectives of the college, i.e. the standards the management sets as regards to the quality education to be imparted in the College. In these matters it is the full responsibility of the Principal to creatively plan and devise ways and means to achieve this target. This is his/her domain. This includes the curricular, co-curricular and extra-curricular activities.
- 14.1.4. S/he will correspond with all academic bodies of the Government in consultation with the Correspondent.
- 14.1.5. Before every academic year s/he will initiate a process in the College and set academic targets in the light of the vision and mission and values of the college and the academic objectives set by the management, and accordingly plan academic activities and see that they are included in the handbook of the college for that year. Academic targets include yearly inspirational theme, new campus policies to be followed, targeted results, research projects, publications, conferences etc., and based on these, the programmes and activities for the academic year will be finalized.
- 14.1.6. Any alteration/deviation from what is given in the handbook as regards College timings, working days and holidays should be made only with the consent of the Correspondent.
- 14.1.7. The quality standards set by the college, namely transparent benchmarks, periodical monitoring system, and feedback system, for the evaluation of different activities of the college, will be clearly communicated by the principal to all and be diligently executed.
- 14.1.8. S/he has to ensure that each staff carries out her/his responsibilities effectively and strict discipline is maintained as regards the class work, examinations, coaching for weak students, student counseling, periodic tests, industrial visits, association activities etc. S/he briefs the Correspondent about the progress of the staff on a regular basis and brings the indiscipline among the staff to his notice, if any.
- 14.1.9. S/he will initiate steps to analyze the results of the internal tests and university examinations and will take appropriate measures to improve the results.

- 14.1.10. S/he will assist the Correspondent to develop an effective, valid and reliable staff assessment tool and feedback system and effectively conduct the assessment involving all the stakeholders, getting assistance and cooperation from the IQAC.
- 14.1.11. S/he will make arrangements to summarize the results of the feedback, and assist the Correspondent in the analysis of the feedback and to communicate fruits of the feedback to each staff, and will ensure the improvement of the staff with proper follow up and guidance.
- 14.1.12. The Principal is expected to represent the management and its vision and mind to the staff and to motivate and lead them, being at the forefront, to be faithful to their duties and to the institution. He/she will regularly report the Correspondent of the improvement of the staff and assist him/her in awarding incentives and initiating disciplinary procedures.
- 14.1.13. Student discipline is her/his responsibility. However, the Correspondent shall be kept informed of all major acts of indiscipline. When steps are initiated to award major punishments the consent of the Correspondent should be obtained at every stage.
- 14.1.14. S/he will make sure that all the members of the faculty submits her/his API (Academic Performance Index) score report with related evidences as customized for this institution in November and May, every year.
- 14.1.15. S/he is responsible to assess the staff requirements of the college and give proposals to the management for the appointment of adequate and qualified staff and make best use of the appointed staff by allotting proper duties to them and to ensure that the staff gets sufficient in-service training. S/he is responsible to encourage the professional development of the staff qualitatively, both in teaching and research, by prescribing proper FDPs in-campus, online and trainings in other eminent institutions, to the staff appropriate to their syllabus and caliber and ensure their realization.
- 14.1.16. It is her /his responsibility to maintain a high morale and discipline among the staff through appropriate motivation programmes, reinforcements and fair treatment of all. He/she should ensure that a culture of democratic decision making, subsidiarity is in place, encouraging everyone to develop their career, skills and personality and giving fair chance to take up appropriate responsibilities and leadership which can go a long way in keeping the morale of the staff high.
- 14.1.17. It is her /his responsibility to evolve job description for each category of staff and to establish rules and procedures for each department. S/he will initiate every new

member of the staff to her/ his job and to the code of conduct, the work culture of the College and the expectations of the management.

14.1.18. With the help of the Vice Principal, IQAC and HoDs, s/he will supervise the work efficiency of the staff both teaching and non-teaching. In view of this and to coordinate all the activities, regular meetings with the HODs, other staff and with the faculty advisors of various associations shall be held and reports shall be submitted to the Correspondent regularly.

14.1.19. At the end of every academic year, (February) s/he will get the requirements of each department from the HoDs and of the different sections of the college and scrutinize gravity of these requirements and place them before the correspondent with her/his comments for the allocation of appropriate funds for the respective purposes and that supplies are made when required.

14.1.20. S/he will make sure that all the departments and sections of the college develop equally in quality, equipment and infrastructure, avoiding imbalanced growth of one or few departments or sections.

14.1.21. The Principal is responsible to lead and coordinate all the committees, cells and clubs pertained to the curricular, co-curricular and extra-curricular activities of the college to their maximum efficiency for the best development of the students of the college.

14.1.22. The Principal should make sure that the records of all the alumni are up-to-date and systematic alumni meetings are arranged periodically as departmental chapters and city chapters and annually as college general body.

14.1.23. In the month of March of every year, s/he will finalize programmes for the curricular, co-curricular and extra-curricular activities for the upcoming academic year and propose a budget for the same and get it approved by the Correspondent.

14.1.24. S/he is authorized to sanction Casual Leave and grant permissions.

14.1.25. S/he has an over-all responsibility for the safety and upkeep of all the assets of the College.

14.1.26. S/he will prepare the annual report of the institution and place it in the Management Council of the college for approval.

14.1.27. S/he is responsible for keeping a college diary of all the events of the college and to develop an archive, with all the documental and media evidences.

- 14.1.28. S/he is responsible to organize and conduct the Parents-Teachers interaction meeting at different levels with the assistance of the HoDs and faculty and to get the feedback from the students.
- 14.1.29. S/he is responsible to make sure that every department of the college conducts at least one national conference every year and one international conference at least once in three years, and makes sure that at least two international conferences are conducted in the college every year.
- 14.1.30. S/he will be the president of IQAC and so has the responsibility to lead and motivate all to achieve excellence and s/he is responsible to efficiently guide the IQAC towards systematically keeping all the records and files and to present them to the authorities.
- 14.1.31. S/he has to strictly observe all the rules of the government/university in all academic matters and cases of exemption should be brought to the notice of the Correspondent for guidance.
- 14.1.32. S/he shall take effective initiatives to develop innovative researches among the staff and students, making sure that the researches fructify into funded projects life-enhancing patentable products and ensuring a place of global eminence for the college. Applying for at least one patent every year from each department should be realizable target.
- 14.1.33. The Principal is to take potent initiatives for industry-institutional relationship. S/he is expected to get in touch with different industries and encourage the staff to do so, and to take efforts for setting up industry sponsored research laboratories and finding possible avenues for in-campus training and internships for the students which may facilitate updated technical training and placement opportunities to the students.
- 14.1.34. One of the emerging areas the Principal has to focus concentration up on is collaboration with institutions of international repute, foreign and inland, paving way for collaborated research, students' exchange and chances of higher studies for the students of the institution. Signing up MoUs of long term relationships should be a priority.
- 14.1.35. As a practical aid for the progression of the students, the Principal has to see that proper motivation and initiation is given to the students to write GATE, IES, IAS and other competitive exams by all the departments.

14.1.36. The Principal has the duty to guide and encourage maximum placement for the students contacting different industries and institutions, facilitate trainings in skill development and arranging for in-campus and off-campus drives, with the aid of the Placement and Training cell.

14.1.37. S/he will have regular briefing sessions at least once in a week with the Correspondent and submit a written report so that he may be kept informed of all the developments and may give necessary guidance.

14.1.38. The Principal is responsible for arranging a weekly administrative meeting with the Correspondent, together with the Vice Principal, Deans and the IQAC Coordinator and the Bursar. All the activities of the college will be evaluated and planned in this meeting for the smooth running of the college.

14.1.39. The Principal is duty bound to lead the institution, with the help of the IQAC and other sections of the college, in the preparation for accreditation (NAAC, NBA and others) and in preparing and presenting regular reports to the accrediting agencies in time. It is expected that s/he should ensure that at least half of the departments of the college remain NBA accredited always.

14.1.40. As the academic head of the institution, s/he is to direct and guide the college office personnel and other non-teaching staff and monitor their services in their respective areas for the efficient running of the institution in consonance with the Correspondent.

14.1.41. The Principal is responsible for the dissemination of the dictates of the manual and the relevant decisions of the Management Council and the administrative meetings, to the concerned staff and students, for the strict adherence to them.

14.2. VICE-PRINCIPAL

14.2.1. The management, when it deems necessary, appoints a Vice-Principal to the college to assist the Principal in the healthy administration of the college.

14.2.2. The Vice-Principal acts with the administrative powers of the Principal in the absence of the Principal.

14.2.3. The Principal, with the approval of the management, shares some of her/his responsibilities with the Vice-Principal and puts her/him in charge of some sections of the activities in the practical running of the college. The Vice-Principal always works in close association with the Principal.

14.3. CONTROLLER OF EXAMINATION

Controller of Examinations is appointed by the Management of the institution. The Controller of Examinations is the principal officer-in-charge of the fair conduct of the end-semester examinations and declaration of the results.

- 14.3.1. CoE works directly under the directions and control of the Principal who is the Chief Controller of Examinations.
- 14.3.2. CoE is responsible for the activities that are to be carried out by the Office of the Controller of Examinations.
- 14.3.3. CoE shall allocate works to Deputy Controller of Examinations and all other staff members of the Office of the Controller of Examinations.
- 14.3.4. CoE shall ensure that the assigned works are done on time and efficiently by the staff members.
- 14.3.5. CoE shall plan and notify a calendar of events, in accordance with the academic regulations, for various examinations, in the beginning of every semester of an academic year.
- 14.3.6. CoE shall call for registration of the candidates for end-semester examinations and allow students according to the eligibility norms of the Institution.
- 14.3.7. CoE shall appoint question paper setters to set question papers for the end semester examinations and question paper scrutinizers to scrutinize and validate the question papers.
- 14.3.8. CoE shall publish exam notification and time table for end semester theory examinations.
- 14.3.9. CoE shall appoint examiners to conduct the end semester practical examinations.
- 14.3.10. CoE shall appoint the Chief Superintendent to conduct the end-semester examinations.
- 14.3.11. CoE shall appoint hall superintendents, squad members and supporting staff members to conduct the end semester theory examinations.
- 14.3.12. CoE shall print question papers, store the question papers securely and supply it to the Chief Superintendent on the day of examination.

- 14.3.13. CoE shall appoint the Chief Valuation Officer, the Chairmen of Valuation Boards, the Examiners and other staff members to conduct valuation boards.
- 14.3.14. CoE shall arrange the meeting of Result Passing Board and declare the results.
- 14.3.15. CoE shall process the claim bills of the faculty and staff members involved in the examination work and pass on the bills to the Correspondent for approval.
- 14.3.16. CoE shall arrange for photocopy of valued answer scripts, revaluation, review valuation and redress other grievances of students.
- 14.3.17. CoE shall make enquiries into all types of malpractices committed during question paper setting, examination, valuation and processing of results etc. personally and appointing appropriate committees.
- 14.3.18. CoE shall appoint the Chairman, Secretary and Members of the Examination Irregularity Enquiry Committee to enquire the irregularities committed by the staff member(s) involved in the examination process and the Examination Malpractice Committee to enquire in to the malpractice and misconduct of candidates.
- 14.3.19. CoE shall recommend disciplinary actions, as per the suggestions of the enquiry committees and the norms stipulated by the Institute, against the candidates, question paper setters, question paper scrutinizers, examiners and other staff members, connected with examinations and found indulging in examination malpractices.
- 14.3.10. CoE shall keep records of the staff members who have committed lapses in discharging the examination related responsibilities entrusted to them.
- 14.3.11. CoE shall issue grade sheet, duplicate grade sheet, consolidated grade sheet, duplicate consolidated grade sheet, transcript and CGPA to percentage certificate.
- 14.3.12. CoE shall maintain records, mark lists and valued answer scripts.
- 14.3.13. CoE shall maintain the valued answer scripts for a period of six months after the announcement of results.
- 14.3.14. CoE shall safely dispose the answer scripts after the above said period.
- 14.3.15. CoE shall preserve the answer scripts for which enquiries are pending.

In consultation with the Principal and Management, CoE shall make necessary changes in the work allotment to the staff members of OCoE, if it results in the improvement of functioning of the Office of the Controller of Examinations.

14.4. IQAC COORDINATOR

IQAC Coordinator is the one responsible for the assurance, sustenance and enhancement of the quality of the technical education of the institution, to the highest global standards, by her/his plans and strategies, execution, monitoring and guidance. She/he will cooperate with the principal in his efforts to bring out the best from the students and the staff, in accordance with the guidance and direction of the Correspondent and in consonance with the vision, mission, and quality policy of the institution.

14.4.1. The IQAC coordinator is expected to have a thorough knowledge about each and every aspect of the quality assessment of all the entities of the institution and the accreditation processes as provided in the manuals of the corresponding national and international agencies, such as NIRF, NAAC, NBA, ABET etc.

14.4.2. S/he has an affable relationship with the management, principal and all teaching and non-teaching staff members of the institution and is ready to interact with the people in the institution without any reluctance or reservation.

14.4.3. S/he introduces high standard benchmarks and good practices and inspires the personnel of the institution and the students to rise up to realize such high standards.

14.4.4. S/he shall direct, guide and monitor the efficient functioning of the IQAC cell in accordance with the guidelines prescribed by the relevant agencies, with which she/he should be thorough.

14.4.5. S/he prepares the minutes of the IQAC meetings, and places the report in the next meeting. s/he also places the compliance report of the decision taken in the IQAC and uploads them in the website.

14.4.6. It is her/his duty to upload the annual quality assurance reports (AQAR) related to the achievements of the institution through the implementation of the plans, strategies and decisions for the quality improvement of the college in the college website and send the same to the NAAC.

14.4.7. S/he ensures the relevance, necessity and quality of the enrichment programs, value added courses and research efforts that the faculty arranges.

- 14.4.8. S/he ensures that the academic and administrative activities of the institution are timely, efficient and progressive and organizes these effectively for the best outcome.
- 14.4.9. S/he evolves mechanisms and procedures for the reliability and integrity of evaluation processes.
- 14.4.10. S/he submits timely reports and gets proper guidance and direction from the Correspondent and efficiently arranges for the adequacy, maintenance and functioning of all the support structures and services of the institution by periodical audits and by responding to feedback.
- 14.4.11. S/he plans necessary strategies and activities to implement the quality benchmarks/parameters, approved by the management, for various academic and administrative activities together with the Principal, Deans and HoDs and others who head different sections and groups of the college.
- 14.4.12. S/he endeavours diligently, to create a facilitative learner-centric environment, conducive of quality education for knowledge acquisition, skill development, research and creation of innovative products.
- 14.4.13. S/he arranges for regular and systematic feedback about different aspects and activities of the college from all the stakeholders of the institution and other related agencies including industries and educational experts.
- 14.4.14. S/he assiduously collects and codifies feedback for analysis, arranges analysis meetings and brings the findings to the notice of the authorities of the institution for responsive action for quality improvement.
- 14.4.15. S/he is responsible to arrange for proper documentation and recording of all the programs and activities of the college and develop standard filing systems at various levels of the college.
- 14.4.16. S/he helps the Principal in enhancing the institution into a nodal agency to qualify and equip itself to impart quality related programmes to other agencies or institutions.
- 14.4.17. S/he oversees the development, maintenance and updating of the institutional database through MIS (Management Information System), so that every data pertaining to the institutional activities are registered and recorded.

14.4.18. S/he is responsible to develop and put into practice quality campus culture and intellectual habits with innovative and value based best practices for the integral development of the students and the eminence of the institution.

14.4.19. S/he develops and keeps a dynamic and responsive system for quality changes in the institution, by regularly accessing the benchmarks and directions given by the concerned agencies of assessment and accreditation in their websites and other modes of communication.

14.4.20. On the whole, the primary task of the IQAC and its Coordinator is to be a catalyst of quality development and to establish a dynamic system for conscious, consistent and continuous improvement in the overall performance of institution.

14.5. DEAN

14.5.1 DEAN / ACADEMICS

14.5.1.1 To assist the principal in applying for various awards for the College and service units and participation in the ranking conducted by various agencies.

14.5.1.2 Leading and coordinating College strategic planning and curriculum development.

14.5.1.3 Planning the academic calendar of the Institution in line with the notification of Anna University including schedule of class tests, internal assessment tests, model tests, etc.

14.5.1.4 Monitoring the academic & co-curricular activities going on in the Institution in coordination with HODs.

14.5.1.5 Monitoring the activities of the Technical Associations of the Departments.

14.5.1.6 Responsible to involve in the formation and review of academic policy of the Institution (UG and PG) and academic regulations/procedures.

14.5.1.7 Coordinating academic audits.

14.5.1.8 Organizing remedial classes.

14.5.1.9 To act as the one in charge for St. Xavier's Academy for career

14.5.1.10 Advancement and to organize trainings for our students, Alumni and others for preparing IES, TNPSC Group I exams, etc.

14.5.2 DEAN / RESEARCH

- 14.5.2.1 Developing a culture of scientific and technological research and disposition for valuable inventions among the staff and the students.
- 14.5.2.2 Encouraging and guiding the faculty members of our college to initiate researches and inter disciplinary studies, in their fields of interest and publish regularly in high impact journals.
- 14.5.2.3 Taking efforts and materializing MoUs with inland and foreign universities, industries and institutions as to initiate collaborated researches, consultancies and shared teaching and student programs.
- 14.5.2.4 Encouraging, guiding and training our faculty members to apply for funded projects and faithfully carryout them fully within the stipulated time.
- 14.5.2.5 Making sure that all the researches that are done in our college, by way of assignments or professional research, are done originally with rigorous methodological fidelity, in keeping with the highest standards of ethics and human service.
- 14.5.2.6 Supporting researchers in the development of research facilities, research centers.
- 14.5.2.7 Guiding the faculty members to get research guide-ship.
- 14.5.2.8 Coordinating departments to get approval as research centre from the University and its renewal.
- 14.5.2.9 Informing the faculty members, the new and existing financing initiatives.
- 14.5.2.10 Helping researchers to submit grant applications by providing information and logistics support.
- 14.5.2.11 Proposing the nomination of the teaching staff for internal and external competitions and awards.
- 14.5.2.12 Strengthening relations between the faculty members and the learned societies.
- 14.5.2.13 Serving as a liaison officer between the faculty, office of the Principal and the Correspondent for the growth of research.

14.5.2.14 Serving for the growth of local, national and international research collaborations.

14.5.2.15 Supporting the development of international research.

14.5.2.16 Advising staff and students about forthcoming research opportunities and alerting staff about grant opportunities.

14.5.2.17 Coordinating faculty-level workshops and staff development activities on research-related issues.

14.5.2.18 Maintaining effective links with government departments, authorities, business agencies and industries relevant to the college research activities.

14.5.2.19 Carrying out all other duties assigned to him by the Principal and the Correspondent related to Research and Development.

14.5.3 DEAN / STUDENT AFFAIRS

14.5.3.1 Assisting the Principal in the maintenance of discipline and discipline-related process and procedures.

14.5.3.2 Monitoring discipline system app.

14.5.3.3 Providing education achievement guidance to the students.

14.5.3.4 Implementing students' welfare schemes.

14.5.3.5 Regularly reporting the situations of the students.

14.5.3.6 Inculcating into the students, a spirit of the vision and mission of the college to lead a value-based life.

14.5.3.7 Encouraging the participation of students in the activities that promote personality development and development of talents and leadership.

14.5.3.8 Involving himself in the formation and review of policies directly related to students.

14.5.3.9 Helping and coordinating health services, scholarships and social programs for students.

14.5.3.10 Organizing students' bus service.

- 14.5.3.11 Maintaining the students' discipline during functions.
- 14.5.3.12 Helping and coordinating admissions procedures.
- 14.5.3.13 Encouraging academic success and monitoring programs that help students who are struggling academically.
- 14.5.3.14 Actively involving in planning and directing the college activities related to student services and campus life.
- 14.5.3.15 Responsible for serving as the point of information for students and responding to students' needs.
- 14.5.3.16 Acting as the point of contact for students who want to talk about issues of harassment, discrimination, misconducts, etc.
- 14.5.3.17 Monitoring anti-ragging practices.
- 14.5.3.18 Ensuring the orderly organization of students' activities within the college in coordination with the HODs.
- 14.5.3.19 Monitoring and animating all the non-professional cells and clubs of the college and the activities that promote the well-being of students, and for extra-curricular activities.
- 14.5.3.20 Supervising various campus programs and serving as a liaison between college administration and students.
- 14.5.3.21 Responsible to organize Career Guidance Program for +2 students in the parishes and to provide counseling to the new students and parents during admissions.
- 14.5.3.22 Responsible for encouraging all the third and final year students to register for GATE Exam, arranging for coaching classes and conduct of mock test.
- 14.5.3.23 Ensuring that maintenance of cordial and mature relations among students and to ensure that they obtain maximum benefit from the college experience.
- 14.5.3.24 Organizing mentoring works in the college.
- 14.5.3.25 Scrutinizing the applications of students' insurance claims.

14.5.4 DEAN / SYSTEMS

- 14.5.4.1 Taking steps to make our campus as Digital campus.
- 14.5.4.2 Responsible to develop and put into practice quality campus culture and intellectual habits with innovative and value based best practices for the integral development of the students and the eminence of the institution.
- 14.5.4.3 It is his duty to upload the activities and annual reports related to the achievements of the institution through the implementation of the plans, strategies and decisions for the quality improvement of the college in the website.
- 14.5.4.4 Responsible for automation of all the administrative activities of the institution and to maintain them up-to-date and in optimum working condition.
- 14.5.4.5 Oversees the development, maintenance and updating of the institutional database through MIS so that every data pertaining to the institutional activities are registered and recorded.
- 14.5.4.6 He is responsible for automation of all the administrative activities programs with cyber security.

14.5.5 DEAN / STUDENT FUTURISTIC SERVICES

- 14.5.5.1 Leading and coordinating various campus interview programs and serving as a liaison between college administration and students
- 14.5.5.2 To frame policies and suggest avenues for Industry-Institute relationship in view of seeking maximum placement for the students of the college and getting the collaboration of the industries in different programs like research, projects, training and developing products.
- 14.5.5.3 It is his responsibility to arrange maximum possible placements for the students of the College. This he does through regular liaison with industries and placement consultants and by imparting those skills that are expected by the industries to our students.

- 14.5.5.4 To be instrumental to have MoUs and to develop positive collaborative relationships with companies for industrial consultancy, on campus interviews, pool campus drives etc.
- 14.5.5.5 Actively involving in planning and directing the college activities related to student services and campus interviews.
- 14.5.5.6 He provides summer trainings and trainings on Saturdays through special programmes so that the required skills are cultivated in the students appropriately.
- 14.5.5.7 He provides or arranges for systematic and scientific career guidance and counseling to the students, thereby enabling them prepare for suitable jobs.
- 14.5.5.8 He arranges in and off campus interviews and assists the departments in arranging in-plant trainings and internships for the students.
- 14.5.5.9 Responsible for serving as the point of information for students and responding to students' needs
- 14.5.5.10 He assesses every student even from the first year onwards and develops a person-specific plan for training to make the student employable and industry ready.
- 14.5.5.11 Regular reporting of the situations of the students.
- 14.5.5.12 He suggests programs and strategies to reach the students of high and higher secondary schools that they get introduced to the uniqueness and achievements of our college and understand the merits of becoming an engineer
- 14.5.5.13 Helping and coordinating admissions.
- 14.5.5.14 Responsible to organize Career Guidance Program for +2 students in the parishes and to provide counseling to the new students and parents during admissions.
- 14.5.5.15 To conduct few programs to our students regarding their higher studies abroad.
- 14.5.5.16 Ensuring that maintenance of cordial and mature relations among students and to ensure that they obtain maximum benefit from the college experience.
- 14.5.5.17 In-charge for Institute Innovation cell activities and ARIIA ranking, Entrepreneurship Development cell, Incubator and related activities, liaison with CIC.

14.6. HEAD OF THE DEPARTMENT (HOD)

- 14.6.1. Head of the Department is fully responsible for the academic performance of her/his respective departments under the guidance, direction and control of the Principal. This includes curricular, co-curricular and extra-curricular activities besides the IQAC requirements.
- 14.6.2. HoD, together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field of engineering and in furtherance of the vision, mission and objectives of the college, and communicates it to the staff and students of the department.
- 14.6.3. Prior to the beginning of each academic year, the HoD, in association with the Principal and with the assistance of the faculty of her/his department, considering the annual objectives given by the management, sets targets for the year, finalizes the various programmes and activities and proposes a budget to the management for the year so that the activities of the department may be effectively carried out and monitored.
- 14.6.4. S/he places the requirements regarding the manpower, equipment, space and other needs before the Principal well in time.
- 14.6.5. S/he constitute and conduct the Board of Studies (BoS) meetings to efficiently design the curriculum and syllabi drafted by the Syllabus Sub-Committee as per the objectives of Autonomy guidelines.
- 14.6.6. S/he submits the proposals for Industrial Visits and Study Tour (in the case of fourth year students) to the Correspondent with the permission of the Principal at the beginning of each semester for approval.
- 14.6.7. S/he, in collaboration with the staff of the department, places proposals for new additional courses, value added courses, enrichment courses etc., based on the reports of systematic feedback from the stakeholders and proper need analysis, to the Correspondent through the Principal in the beginning of every academic year.
- 14.6.8. S/he shall follow the procedures prescribed by the College for the purchase of goods and equipment for her/ his department.
- 14.6.9. Once the goods and equipment are delivered s/he has to ensure that they are in accordance to the description and specification of the PO (Purchase Order), and that

they are taken charge of and entered in the stock registers; after completing all such formalities, arrangement is to be made for the settlement of the bills.

14.6.10. S/he will ensure that the job description and shared responsibilities of the members of the staff in her/his department are properly communicated, understood and acted upon.

14.6.11. It is her/his responsibility to allocate duty to the staff and set the timetable.

14.6.12. S/he is responsible for students' attendance, granting OD and leave and to deal with late arrival etc. S/he is also responsible for communicating students' progress reports to the parents.

14.6.13. S/he is personally responsible to monitor that the class and laboratory work is effectively engaged by each member of the staff, and that coaching for the slow-learners, student mentoring and counseling, monthly periodic tests, industrial visits, in-plant training, internships, association activities etc. are well conducted in appropriate time and within the approved scheme or budget.

14.6.14. The HoD has the responsibility to review the performance of each staff of her/his department, teaching and non-teaching, with regard to their curricular, co-curricular and extra-curricular activities and report of her/his effectiveness and deficiencies to the Principal and Correspondent, in that order, time to time and submit a confidential written report at the end of each semester in the format prescribed with due explanations.

14.6.15. The HoD has the responsibility to orient and integrate the new staff appointed in the respective department and to counsel and guide those staff, especially who have deficiencies in communication skills or controlling classes for improvement.

14.6.16. In respect of teaching and learning, s/he is responsible to see that proper course files are developed by the teaching staff in accordance with the guidance given by the IQAC and to ensure that appropriate and creative teaching methods are followed with ICT usage, and to make sure that the students understand the concepts, find avenues for new researches and get inspirations to apply what they learn innovatively.

14.6.17. It is the duty of the HoD to see that all the laboratories connected to the department are well maintained and equipment are systematically displayed, and experiments are conducted for the full benefit of the students, and the personnel involved are faithful to their duties.

- 14.6.18. It is the duty of the HoD to analyze the examination and internal tests results with the staff of her/his department, and to initiate appropriate corrective strategies, with the guidance of the Principal, to attain the achievement targets set for the department. Result analysis should be done with the students too, to get their cooperation for better results.
- 14.6.19. It is her/his duty to ensure the discipline of the staff and students in the department. When necessary s/he will refer cases to the Principal to be dealt with. (Discipline in the sense of 1. following the rules and code of conduct of the institution and not causing any disturbance in the smooth running of the institution and its system, 2. general conduct and performance of duties in genuine commitment, with proper manners, and positive ethical, moral and professional standards, 3. having single focus to the meritorious achievement of the purpose of being part of the institution, in line with its vision and mission).
- 14.6.20. S/he brings to the notice of the Principal the status of the achievement and discipline of the students of her/his Department periodically, and gets guidance for their improvement.
- 14.6.21. All official communications related to his/her department are routed through the HoD.
- 14.6.22. S/he conducts faculty and other related meetings regularly and decisions are taken with due democratic consultation and are recorded systematically.
- 14.6.23. It is the duty of the HoD to systematically keep all the registers, files, decisions and data with proper cataloguing and index, connected to the activities of the department and ensure that they are kept up-to date and complete.
- 14.6.24. The HoD is responsible to ensure the total cooperation of her/his department to the IQAC and its efforts to evaluate the teaching quality of the faculty, following its guidance and giving all the data required by it in proper format.
- 14.6.25. The HoD is duty bound to take efforts to bring in endowments, sponsorships with the help of the staff of the department to assure the quality and sustainable growth of the department.
- 14.6.26. The HoD is duty bound to arrange for proper growth of the department in industry-institution relationship, in-plant trainings of students, internships, placement and training services, and to arrange for MoUs and long term agreements to that effect

with relevant institutions and industries with the cooperation of the departmental staff.

14.6.27. The HoD is duty bound to work for the growth of research, publications, attainment of patents, preparing and sending projects for funding, consultancy services etc. with the cooperation of the departmental staff.

14.6.28. The HoD has the duty of arranging regular parent-teachers interaction meetings in consultation with the principal and promoting cooperation of the parents for the academic success and professional formation of the students.

14.6.29. The HoD has the duty of having a systematic record of all the alumni and their present status, and for arranging regular departmental alumni meetings, especially summer meetings and encouraging all the alumni to attend the annual alumni meetings.

14.6.30. The HoD takes creative efforts for the development of quality innovations and best practices in the activities of the department.

14.6.31. S/he will keep the Principal informed of all the important happenings in the department, and at the same time, inform all the staff of her/his department, and if necessary the students too, all the communications given by the Principal and relevant decisions of the management

14.6.32. It is the duty of the HoD to see that the department satisfies the best standards and criteria of accreditation bodies such as NAAC and NBA.

14.6.33. S/he will hand over charges with all the keys, documents, registers and files to the person appointed by the management to replace her/him as HoD forthwith, as per the rotation policy of the college.

14.6.34. S/he is duty-bound to undertake any other duty pertained to the vision and mission of the institution that may be assigned to her/him by the management or by the Principal.

14.6.34. The management, when it deems necessary, may appoint assistant HoDs and persons for other responsibilities, to share the responsibilities of the HoD, for the quality administration of the department.

14.7. TEACHING STAFF

Teacher is the one who commits her/himself enthusiastically to help the students acquire knowledge, competence and values. They are primarily responsible for the all-round growth of the students of the institution with optimal knowledge, practical skills, highest research caliber, with healthy personality, prosocial principles, values and civility, who serve the society finding a worthy place in the job market or academics or as an entrepreneur.

Upholding highest standards of quality and mindful of the vision, mission and the quality policy of the institution, teachers are to deliver the classes using innovative and up-to-date pedagogical methods and techniques, that students have mastery over the subjects and are inspired for further search for knowledge, initiate innovative research, practical application for the enhancement of the society. Teachers are to be masters, guides, mentors and leaders and well respected significant other in the life of the students.

14.7.1. It is only through advanced preparation that the teachers can perform their job efficiently. In view of this the teachers have to prepare themselves by reading books, periodicals, journals to improve their own knowledge and understanding. They should attend all the training programmes organized by the College.

14.7.2. The teachers prepare the course files according to the framework given by the IQAC and best practices of teaching and get them approved even before the beginning of the course and the frame work has to be communicated to the students, so that the students also prepare themselves for classes.

14.7.3. Preparation of classes should be done sufficiently in advance, since there may be unexpected demands from the authorities on their free time on the College campus. Remote preparation for the classes are to be done outside the College hours.

14.7.4. Teachers are expected to follow standard, quality and creative teaching methods, follow the steps of the course file, connect the vision, mission of the institution and the department with the syllabus and make sure the expected outcomes are realized in the students.

14.7.5. Teachers are expected to present themselves for Teaching – Learning evaluation as directed by the management and to take the comments given by way of evaluation seriously and keep improving their teaching methods and pedagogy accordingly.

14.7.6. Teachers are expected to be constantly evolving as good teachers and strengthen their teaching by using the various e-materials available in our college and arranging for enrichment programs, which are to be mentioned in the course-file itself.

- 14.7.7. Teachers have to keep close track of their class schedule so that the syllabus is completed on time. If any difficulty in completing the syllabus in time is foreseen it should be made up through extra and special classes.
- 14.7.8. Teachers have to get continuous feedback from their students about all the attributes and functions of a good teacher, and especially to evaluate attainment of Course Outcomes and Programme Outcomes.
- 14.7.9. Teachers are to follow systematic evaluation methods to measure the comprehension and development of the students by various methods like Class Quiz, Assignments, Mini-projects, Class tests etc. The centralized internal examinations, with the practice of preparing two sets of questions, strict evaluation is to be adhered faithfully.
- 14.7.10. Teachers are duty bound to identify the caliber of the students well in time and plan and execute special strategies for slow-learners, gifted students and average students, that they achieve their maximum in the examinations and other areas bringing laurels to the institution.
- 14.7.11. They are expected to serve as class-coordinators whenever such responsibility is given to them. She/he will convene the class committee meetings regularly to assess the teaching quality of the teachers handling concerned classes, the learning levels of the students, the teaching pedagogy to be improved and the other requirements of the students for further improvement of the teaching-learning process.
- 14.7.12. It is the responsibility of every teacher to equip her/himself by being up-to-date in their field and familiarize her/himself with new teaching methods, proper usage of ICT and research methodology by attending appropriate FDPs and on line certificate courses.
- 14.7.13. It is mandatory that all the teaching staff who have completed PhD should obtain guide-ship and guide PhD candidates as it is an important service one expert can do to the society and to the scientific field.
- 14.7.14. The faculty members who guide PhD candidates are expected to guide only the students admitted by the college. They are to inform and get permission from the Correspondent, whenever they serve as co-guides with staff belonging to other institutions. They are expected to keep the highest academic and ethical standards in line with the vision and mission of the college, avoiding all the unhealthy practices frowned upon by the scientific community. A copy of the dissertation or thesis of the research students should be submitted to the college at the completion of the degree.

- 14.7.15. All the teaching staff are expected to keep doing innovative researches in their respective areas of interest, publish quality articles, and come out with products worthy of patents so as to maintain a healthy scientific research ambience in the college.
- 14.7.16. Collaborative researches are encouraged among the faculty members by way of developing research groups among the faculty with similar interests. Research collaboration could be also inter-disciplinary, with professors from other departments, other colleges and universities inland and abroad.
- 14.7.17. The researchers are to be abreast with the expectations of various research funding agencies, government or private, prepare and send innovative and viable projects consistent to their priorities and send them for funding.
- 14.7.18. The teaching staff are expected to inspire the students to involve in researches, projects for social emancipation showing the social relevance of their subjects and possibilities for socially relevant innovations.
- 14.7.19. It is the responsibility of the teachers who teach particular subjects to guide and monitor the students that they practically understand the concepts by doing proper experiments in the lab and initiate new research projects and it would be a matter of appreciation if many students take up course projects in their particular subject.
- 14.7.20. The teaching staff who are in-charge of laboratories are duty bound to faithfully conduct in person all the experiments prescribed in the syllabus and those deemed necessary for the full understanding of the subjects. They are also responsible to manage the nonteaching staff related to the particular lab, so as to ensure the systematic maintenance of the lab and the equipment therein, cleanliness of the lab and its surroundings, etc.
- 14.7.21. It is the responsibility of the teaching staff to get feedback from the stakeholders like industries and alumni about the current curriculum and add additional syllabus (at least 20%) from recent developments in the field and suggest revisions in the curriculum to the university.
- 14.7.22. It is the responsibility of the teaching staff primarily to look for industries for internship and in-plant trainings for the students in their particular areas of study and encourage the students to do their mandatory projects in such areas. They are expected to be in good rapport with at least few standard companies connected to their areas of study.

- 14.7.23. The teaching staff are expected to develop long-term understanding with industries and institutions by arranging for MoUs and contribute to the development of the department by soliciting endowments.
- 14.7.24. All the members of the teaching staff are expected to serve as mentors also.
- 14.7.25. A good relationship with the parents will help the teaching staff in their commitment to the students. For this reason, the teachers should see that all the parents are kept informed of the performance and conduct of the students. They should attend the parent-teacher interaction meetings arranged by the department without fail.
- 14.7.26. The teachers have to make every effort so that the pass percentage is very high worthy of an eminent institution and the number of rank holders is increased. Talented and gifted students should be identified, motivated and assisted with special strategies and programs to encourage creative achievements besides to get high ranks in the examinations.
- 14.7.27. The teachers are expected to take up value education classes to the students where the syllabus and pedagogy proposed for this purpose by the college could be used.
- 14.7.28. The teachers are expected to be mature and courteous in their behavior and exhibit excellent manners worthy of their profession as they relate with other staff and with the students, and to follow the dress code of the college.
- 14.7.29. The teachers have to be role models to the students. The students should be able to imbibe the culture of study and research from them. The students should find their teachers as guides, counselors and well-wishers. The teachers should also set a good example in good manners both in word and action. The teachers should be highly impartial and should also be seen to be impartial. Any penalizing out of feeling of hurt or vengeance is out of place. Public humiliation by word or action, and disparaging remarks do not go with the role of the teachers.
- 14.7.30. It is the responsibility of the teaching staff to ensure proper discipline and control in the class. They have to mark and feed the attendance into the respective automation system of the college. Attendance should be monitored and cases of irregularity should be brought to the notice of the HOD and appropriate follow-up measures are to be taken. If they are not satisfied with the measures taken by the HOD, the Principal and the Correspondent should be alerted in that order.
- 14.7.31. The teacher should be strict in the class but at the same time establish cordial rapport with the students so that strictness does not hinder an interactive approach and

accessibility to the teacher or dissuade the students from getting their doubts clarified.

- 14.7.32. In case of misbehavior of students in the class they should be personally counseled and the mentor should be informed. If still the misbehaviour persists the matter should be taken to the HOD and the Principal in that order.
- 14.7.33. The teaching staff in charge of the particular laboratory, are responsible for maintaining the usage register and stock register of lab equipment/ furniture, consumable stock register and breakage register etc. in the laboratory and workshop.
- 14.7.34. They are responsible to assess the annual requirements of the materials and other needs of the particular lab and communicate the same in proper format to the HoD with necessary specifications and details and justify the essentiality of the requirement.
- 14.7.35. The teaching staff are responsible for co-curricular and extra-curricular activities, associations, cells and clubs connected therewith and for maintaining discipline of the students within the college premises. They shall generously take up responsibilities given by the principal in this regard and cooperate with all the programmes of the various associations.
- 14.7.36. They shall give sincere co-operation for conducting industrial visits, placement trainings, in-plant training, educational tours, conferences, symposia etc.
- 14.7.37. All the teaching faculty who guide students for assignments and projects should see that every student does her/his projects and assignments on their own, with the help of her/ his guide. Getting inauthentic outside help is totally prohibited.
- 14.7.37. They regularly enter genuine and complete data into the automation systems of the college as expected from them within the stipulated time, and submit reports expected of them likewise.
- 14.7.38. They are expected to present their API scores with evidential documents and show the quality of their continuous improvement and fidelity to their profession in the month of May every year.
- 14.7.39. They shall come forward with new proposals and suggestions for the improvement of the department. They shall suggest books, journals and AV (Audio-Visual) materials of good quality essential for the College to maintain its standard.

14.7.40. In the class and outside they shall always speak in English and they shall see to it that the students do the same so that their mastery in the language and communication skills will enable them to be competitive in the job market.

14.8. MENTOR

14.8.1. Mentors are the local guardians of the students in the College. They will continue to guide the students they are in charge of, till the students leave the College.

14.8.2. Mentors are to regularly meet the students under their care, develop a quality professional rapport, get to know their strengths and weaknesses with regard to their studies and personality, understand their family and cultural backgrounds, and to assist them for their optimal development.

14.8.3. Accepting the uniqueness of every student unconditionally, with a conviction that every student can achieve great things, they sit with the students empathetically and assist them to know themselves (their assets and liabilities), and plan with them strategies for the successful completion of the course and a rewarding professional life in the future in the very beginning of their studies in this college.

14.8.4. The Mentors take keen interest to meet the students under their care to understand whether they are comfortable with the teaching in the beginning of the semester, encourage them before the examinations, assess their achievements after the internal exams and plan strategies for improvement, etc.

14.8.5. Mentors are to identify the problems as regards to the students' learning and the development of their personality and counsel them and suggest strategies appropriately so that they can get over the problems easily.

14.8.6. They have the responsibility to refer students for professional counseling and healthcare when they deem it necessary and bring to the notice of the Principal or Correspondent if they come across serious issues that need special attention.

14.8.7. They will be faithful to the best practices of mentorship, keep up the ethical and professional standards of a mentor, like keeping confidentiality, respecting privacy, practice of informed consent, decent professional relationship, unprejudiced approach, non-manipulation of the relationship and privileged information they come across for their advantage.

14.8.8. They will collect leave letters and monitor attendance in the class.

- 14.8.9. They will monitor the progress of the students by making note of the marks scored in the internal tests and university exams, help the HoD to communicate them to the parents of the students and counsel the students to ensure improvement.
- 14.8.10. They will mention in the faculty meetings the general problems they come across among the students (without divulging personal matters in any way) and help to evolve appropriate remedies.
- 14.8.11. They will collect a general feedback from the teachers concerning their wards and advise the latter accordingly.
- 14.8.12. If after repeated counseling no improvement is seen in a student, especially in their academic achievements and discipline, the matter must be brought to the knowledge of higher authorities.
- 14.8.13. Mentors are to submit or upload regular reports about their service in the proper format given, without divulging any privileged information.
- 14.8.14. Mentor will maintain the Student Records with necessary provisions for confidentiality.

14.9. DIRECTOR OF PHYSICAL EDUCATION

- 14.9.1. Physical education being an important aspect of the formation of students and their character building, the Director of Physical Education, together with her/his colleagues, shall devise ways and means by which the students will take interest in physical training, sports and games and the talented ones should be encouraged and motivated to become sports persons of repute.
- 14.9.2. The physical education schedule/programme will be guided by the requirements of the university and the national sports organization, the goals set by the management and the specific needs of the students of the College.
- 14.9.3. Guided by the above s/he shall prepare a plan of action, curriculum and syllabus so that students are given adequate knowledge about physical health and training with a view of incorporating physical exercises in their schedule.
- 14.9.4. S/he will lead the Sports Committee set up by the college and its activities. S/he will also start appropriate clubs for different sports and games to encourage involvement of the students and the staff.

- 14.9.5. S/he shall familiarize the students to various sports and games indoor and outdoor so that they can choose any one of them or identify their sports skills.
- 14.9.6. S/he shall evolve long-term plans so that the College has all the necessary infrastructural facilities for sports and games. Based on this plan s/he shall assist the management to allocate sufficient funds and take steps to realize them. S/he also sees that all the facilities available for the development of physical health in the college (like the Gym etc.) are made best use for the benefit of the students. S/he shall give his/her whole hearted assistance in implementing all the physical education and sports schemes of the college.
- 14.9.7. At the beginning of every year s/he shall prepare a budget for that year and with due approval from the concerned authority utilize the funds.
- 14.9.8. The students with sports talents should be identified at the earliest and formed into teams. Special coaching is to be given so that the College may attain excellence in the field of sports and games.
- 14.9.9. Without seriously affecting their academic career the sportsmen/ sportswomen should be taken to as many competitions as possible.
- 14.9.10. S/he shall attend all important sports meetings so that the College is in the sports/ games stream.
- 14.9.11. S/he shall maintain attendance and program registers for physical education activities and shall maintain stock register of all items of sports and games and is responsible for their safe custody.
- 14.9.12. S/he is responsible for the clean and appropriate maintenance of all the sports facilities of the college, grounds, indoor stadia, gym etc.
- 14.9.13. S/he shall organize and conduct the annual College sports meet.
- 14.9.14. S/he shall furnish semester-wise report of his/her department to the Correspondent through the Principal.
- 14.9.15. Student discipline is a special responsibility given to him/her presently. Under the guidance and direction of the Principal and in assistance to the discipline committee of the college, s/he shall supervise discipline on the campus. Though the Principal, HoDs, Teachers and especially the Discipline Committee are responsible for

maintaining discipline, s/he shall assist them to monitor the irregularities of the students, including, late arrivals and early departures, without uniform, misbehavior with co-students of both gender, ragging, eve-teasing, debunking of classes, damaging College property, groupism and conflict among students etc.

14.9.16. S/he will inform of these aberrations to appropriate authorities and deal with them.

14.9.17. S/he will be a member of the disciplinary committee of the College.

14.10. LIBRARIAN

Library is the store house of knowledge and the most important department of the College. It is there that the students and staff update their knowledge and get new inspiration.

14.10.1. The Librarian is responsible for providing the necessary library services to the students and the staff of the college and for planning, developing and modernizing the library of the college.

14.10.2. The Librarian's responsibility is to see that all essential volumes and sources of knowledge are made available in adequate numbers lest the students and staff should feel handicapped.

14.10.3. Every year, at the beginning of the even semester, s/he should consult all the HoDs and prepare a list of books and journals, and other relevant digital and e-materials which are necessary for handling subjects in the following year, discuss the needs in the Library Development Committee to finalize and submit them in the month of January to the Correspondent through the Principal for procurement.

14.10.4. S/he shall also see that enough books and other materials are available for the holistic development of the students, especially inspirational books on value based life, personality development, entrepreneurship, social involvement, spirituality etc., together with books on modern and classical literature and materials from other fields that enrich the young minds.

14.10.5. S/he shall prepare a budget for the library every year in the month of February taking into account the various needs of the library such as resource materials, infrastructure, and facilities including maintenance and present it to the Correspondent through proper channel.

14.10.6. The Librarian shall be responsible for the safe custody, clean and systematic upkeep and maintenance of all books, periodicals, dailies, and other study materials together

with the computers, media equipment, furniture and fittings in the library and reading room.

14.10.7. The Librarian shall clearly explain to the staff and the students the classification system being used in the library and the way to find out books using the automated system, and have explicit posters explaining these for all to see.

14.10.8. Numbering the books and other materials according to the classification system, with Bar Coding and OPAC is the sole responsibility of the Librarian. It is also her/his responsibility to see that the books are kept in their right place, subject-wise according to the classification system, with proper labels on the racks to guide the students and to make entry of the books in the computer format, and to rearrange the racks every day.

14.10.9. The Librarian shall distinctly provide special sections in the library, such as reference section from where books cannot be lent out, journal section, reading launch, reprography, computers and audiovisual section for referring e-journals, new arrivals section where new arrivals are exhibited etc.

14.10.10. The Librarian is responsible for the maintenance of proper accession register, stock register, issue register, library tickets, automated system and other records necessary and for keeping them always up-to-date.

14.10.11. S/he shall maintain a Master Library Register as well as subject wise register. A Master register should contain the price of each book as is available in the copy of the invoice received along with the goods received note. The Master Library Register contains the following columns.

- a. Sl. No (Access No)
- b. Book No
- c. Title of the Book
- d. Author's Name
- e. Vol.& Edition
- f. Name of Publishers
- g. Price & Date of Purchase
- h. Remarks

14.10.12. The registers maintained subject-wise shall contain all particulars as are in the Master Register excepting the price of the books. The total number of books as per the Master Register shall tally with the subject-wise registers.

14.10.13. S/he shall keep in his/her custody a copy of price list of all books bought.

- 14.10.14. As a part of her/his responsibility to develop the library, s/he shall take efforts to solicit donations of books and other materials that are needed for the students and the library, issue receipt certificates with the signature of the Correspondent to the donors and keep a distinct register for donated materials and books with donor details.
- 14.10.15. S/he shall ensure that no book goes out of the library without making an entry into the concerned register & computer and getting an acknowledgement. While issuing the books the tickets will be collected and kept along with the title card.
- 14.10.16. S/he shall monitor that the books are returned on schedule. When there is unreasonable delay, the matter should be taken up with the HoD and the Principal in that order.
- 14.10.17. S/he shall collect a fine as fixed by the management for belated return of books and settle accounts every month.
- 14.10.18. If any book is lost or damaged, twice the cost thereof shall be recovered at current market price.
- 14.10.19. S/he shall never allow anyone to replace the books once pulled out.
- 14.10.20. S/he shall maintain all files pertained to the library properly.
- 14.10.21. S/he shall ensure that no student has library dues at the end of every year and that Course Completion Certificate or any other certificates are not issued at the end of the Course for the students with library dues.
- 14.10.22. S/he shall not issue books after the release of hall ticket.
- 14.10.23. S/he shall properly enter and number of all magazines/ newspapers subscribed or received free in a register and delete from the register those sent for sale, without being bound, as waste paper.
- 14.10.24. It is the responsibility of the librarian to develop the reading habit of the students and provide them with all assistance to do their study and research in the library.
- 14.10.25. S/he shall collect important news items appearing in newspapers/ magazines and display them for the benefit of the staff and students and arrange them subject wise and get them bound and keep them available to those who need them.

14.10.26. S/he shall collect all the issues of the important periodicals and journal yearly, as suggested by the departments, and get them bound and make them available as back volumes.

14.10.27. S/he shall in consultation with the HODs and in coordination with the Principal arrange the library hours and monitor whether the departments make good use of them.

14.10.28. It is his/her responsibility to keep the library open at least one hour before and two hours after the College hours and during intervals and during holidays. The duty hours of the library staff including the librarian shall accordingly be arranged in collaboration with the Principal and with the approval of the Correspondent.

14.10.29. Maintaining discipline in the library is his/her responsibility. Only during the library hours the staff deputed from the department will assist him/ her in this regard.

14.10.30. The librarian is expected to be in the library in the working hours and a movement register is to be maintained to note the absence of the librarian and other library staff. In her/his absence or leave, s/he is to give the charges to the assistant librarian.

ASSISTANT LIBRARIAN

14.10.31. Under the guidance of the Librarian, Assistant Librarian shall make entries in library Stock Register, Inventory Register, Issue Register, Back Volume Register, Project Register, Transfer Register, Periodicals Register and Question Accession Register and keep them up-dated.

14.10.32. S/he shall arrange the books and materials in order, numbered according to the classification system by the librarian and keep them in racks subject-wise, according to the system used in this library.

14.10.33. Assistant Librarian shall properly enter and number all the magazines/newspapers subscribed or received free in a register and delete from the register those sent for sale as waste paper.

14.11. PLACEMENT OFFICER

14.11.1. The placement officer arranges maximum possible placements for the students of the College. This s/he does through regular liaison with industries and placement

consultants and by imparting those skills to our students that are expected by the industries.

14.11.2. S/he arranges in and off campus interviews and assist the departments in arranging in-plant trainings and internships for the students.

14.11.3. S/he assesses every student even from the first year onwards and develop a person-specific plan for training to make the student employable and industry ready.

14.11.4. S/he, being assisted by the trainers given in his charge, prepares a systematic syllabus for aptitude training, communication skills and professional skills, deemed needed for the specific industrial jobs, and provides trainings during the summer and other holidays, through special programmes so that the required skills are cultivated in the students appropriately.

14.11.5. S/he works in collaboration with the Training Cell and Entrepreneurship Development Cell of the college in developing strategies for student progression, namely placement, entrepreneurship development and training for higher studies for the students from first year onwards.

14.11.6. S/he works in coordination with the Foreign Collaboration Cell of the college, to find jobs for the students abroad and opportunities for job oriented higher studies.

14.11.7. S/he provides or arranges systematic and scientific career guidance and counseling to the students and enables them to prepare themselves and choose suitable jobs.

14.11.8. S/he helps and makes sure that good and standard brochures of all the departments are prepared and updated regularly.

14.11.9. S/he updates the database of students who have been placed and those in the final year incorporating all relevant data.

14.11.10. S/he is responsible to the optimal utilization of the space and facilities given for placement services and maintain it so as to showcase our quality and standard to the personnel from the industries.

14.12. OFFICE SUPERINTENDENT (OS)

The Office is the basic infrastructure of the College, essential for its smooth and efficient functioning. It is the store house of information available in the files and records that could be easily accessed when needed. It is the office that implements the decisions taken by the

authorities. Most of the communications and dealings pass through the College Office and are recorded, stored and followed-up.

Its tasks concern with the following areas of administration. 1. Official: Getting approval, recognition and affiliation to the College and to its various programmes from concerned authorities, 2. Finance: Financial management and control, 3. Admission: Students' admissions, 4. Scholarship: Processing all the benefits and scholarships for the students from the government and others, 5. Personnel: Documenting and managing the affairs of the staff, 6. Exam: The conduct of examinations, 7. Quality: Assisting the IQAC to function effectively, 8. Documentation: Systematically keeping all the records, documents, communications, stock registers, account books, reports etc. 9. Automation: Managing the automation systems of the college for smooth administration. The management of the office is done in consultation with the Correspondent, the Principal, and the Bursar in their respective areas of authority.

14.12.1. It is the responsibility of the Office Superintendent in consultation with the Correspondent and Principal to properly organize the office and allocate duties among the office staff in such a way that s/he can take full responsibility for the smooth and efficient functioning of the office.

14.12.2. It is her/his responsibility to ensure the smooth functioning of the systems and the correct adoption of the procedures in the office.

14.12.3. Though the OS manages the office in consultation with the Correspondent in all administrative, academic and financial affairs, s/he takes instructions on academic matters from the Principal and on financial matters from the Bursar.

14.12.4. S/he is to be up-to-date with all the rules and regulations of the Government, University, the AICTE and other related agencies and has to give appropriate guidance when required.

14.12.5. S/he is held responsible for the correctness of payments, the dispatch of letters, the distribution of letters received, putting up of files etc.

14.12.6. S/he is to hold the responsibilities of PRO (Public Relations Officer), in the absence of the PRO.

14.12.7. S/he organizes the procurement, semester indents, annual stock verification and disposal of unserviceable articles and stores items/ records in consultation with the Principal and the Bursar.

14.12.8. It is the duty of the Office Superintendent to alert and remind the higher authorities whenever the activities of the office get delayed, missed or when they digress from the budget, policies etc.

14.12.9. S/he must have full control over the Office, furniture, stores and records and has the responsibility to keep them clean and safe systematically.

14.12.10. S/he carries out any other duty assigned to her/ him by her/ his higher authorities.

14.12.11. S/he shall be responsible for the discipline in the Office. Violations should be brought to the notice of the Principal and Correspondent, in that order.

14.13. SYSTEM ADMINISTRATOR

14.13.1. System Administrator is responsible for the upkeep, configuration, and reliable operation of computers systems, especially multiuser computers, such as servers. He also assists the upkeep of the computers being taken care of by the skilled assistants in the labs.

14.13.2. S/he ensures that the uptime, performance, resources and security of the computers and automation systems meet the needs of the users and s/he performs all the duties proper to a system administrator regularly.

14.13.3. In order to keep the systems under her/his care in optimum working condition, as guided by the management, s/he acquires, installs or upgrades the computer components and software within the limits of the budget.

14.13.4. S/he is also responsible to keep up the security policies, troubleshoot and to give technical assistance for projects and training to the staff.

14.13.5. System Administrator is responsible for the automation of all the academic and administrative activities of the institution and to maintain them up-to-date and in optimum working condition.

14.13.6. He/she writes the necessary software for the automation of administration, practical, viable and secure and maintains them and modifies them whenever it is necessary. If need be s/he also suggests purchase of standard software to aid administration.

14.13.7. S/he is to secure summary statements of administrative activities weekly, monthly and yearly and submit all of them to the correspondent, and give relevant reports to the Principal and Bursar, for evaluation and further planning.

14.13.8. S/he is to make sure that the automation system is complete and up-to-date with relevant data and those who are responsible to upload data do so in time. Failures are to be brought to the notice of the authorities at the earliest.

14.13.9. S/he is responsible for the maintenance of the database of the college, college website and upload information about the important events into it and keep them updated regularly.

14.13.10. S/he is responsible for keeping backup for all the information and data in the automation system.

14.13.11. Automation of administrative activities and maintenance of website etc. are part of the task of the office and therefore the System Administrator is directly accountable to the Office Superintendent and her/his higher authorities.

14.14. OTHER ADMINISTRATIVE STAFF

14.14.1. The administrative staff of the College share the functioning of the Office, within the college and other sections of the office (ex: Exam Cell, IQAC etc.) each according to the job entrusted to her/her to the entire satisfaction of the management, and other relevant authorities.

14.14.1. Those who work within the office will be directly accountable to the Office Superintendent and those who work in other section of the office will be accountable to their respective supervisors.

14.14.2. They are responsible for the full execution of the tasks entrusted to them as per the work allotment, alerting the appropriate authorities through the Office Superintendent on pending and urgent/scheduled matters and for taking necessary instructions from them.

14.14.3. It is their duty to complete the job within the stipulated time.

14.14.4. They are to carry out any work entrusted to them by their superiors.

14.15. RECEPTIONIST CUM TELEPHONE OPERATOR

- 14.15.1. The receptionist cum telephone operator is the person encountered by anyone who approaches the college first and so s/he plays a very vital role in projecting a correct and positive image of the College.
- 14.15.2. S/he keeps herself/himself fully informed of all necessary details about the College that a visitor or an enquirer has to be supplied with.
- 14.15.3. S/he has to be courteous and considerate to all who need assistance and guide them with necessary details.
- 14.15.4. S/he is totally responsible for the management of the intercom facility of the college. S/he takes all the incoming calls, courteously responds to them and gets messages from them, and if necessary connects them to the particular authority, first informing the authority about the caller.
- 14.15.5. S/he shall pass on in time the incoming and outgoing messages correctly to the person the messages are meant to reach.
- 14.15.6. S/he has to bring to the notice of the authorities about the visits or calls that are important or unusual.
- 14.15.7. S/he keeps a record of all the visitors or callers (with their numbers) systematically and their purpose of approaching the institution.

14.16. LAB INSTRUCTOR/ COMPUTER OPERATOR/ SKILLED ASSISTANT/ LAB ASSISTANT.

- 14.16.1. Lab instructors/ computer operators will assist the teaching staff in conducting the practical classes.
- 14.16.2. S/he displays and demonstrates the practical methods to the students.
- 14.16.3. S/he is responsible for the proper maintenance and cleanliness of the equipment, the laboratory and its surroundings, and for ensuring proper switching ON/OFF of equipment/machines and opening/closing of shutters, doors, windows etc.
- 14.16.4. S/he is responsible to keep the equipment of the particular lab in order, with proper labels, necessary posters that give all the necessary information about the equipment and experiments.

14.16.5. S/he is responsible to keep the lab and the equipment ready for the practical experiments well in time as guided by the faculty member who conducts the experiment. S/he is also responsible to ensure that periodical calibration of the sensitive machines and equipment are done following the schedules proper.

14.16.6. In case of repairs, the same may be reported to the staff in- charge.

14.16.7. S/he is responsible for issuing and receiving, the tools/kits and the materials for practical.

14.16.8. S/he is responsible for conservation of electricity and wholesome maintenance of the lab/s under her/his care. In case of breakages or loss she/he recommends suitable recovery of the cost through the staff in- charge (lab in-charge).

14.16.9. S/he maintains logbooks for each machine/equipment with the particulars such as time run, maintenance carried out, break downs, replacements etc.

14.16.10. S/he is responsible for student discipline in the workshop/lab.

14.16.11. S/he keeps an inventory of all the materials of the laboratory and notes down the changes whenever materials are added or removed.

14.16.12. S/he has to carry out any other duty that may be assigned by the staff/lab in-charge or any higher authorities.

14.17. LIBRARY ASSISTANT

14.17.1. The library assistant will assist the librarian and the assistant librarian in the up-keep and functioning of the library so that the services of the library are maximized, and so follow their guidance and direction diligently.

14.17.2. Library Assistant is responsible for the opening and closing of the library on time and for keeping the racks, books and furniture clean.

14.17.3. S/he is to carry out any duty entrusted to her/him by higher authorities.

14.18. OFFICE ASSISTANTS

14.18.1. Office assistants are at the service of the office and the authority therein where they are allotted.

14.18.2. They are responsible for the opening and closing of the office of their service, and for the cleanliness and up-keep the particular office and places around. S/he assists the superior concerned in all the activities connected to maintaining the office and its files systematically in order.

14.18.3. While working in the office of an authority, Office Assistants are to receive the visitors courteously, seat them in the right place and inform of them to the authority and let them in with the permission of the authority.

14.18.4. They should be present in the place of service well in advance and leave the place only after the superior leaves.

14.18.5. They are also responsible for the mannered and appropriate hospitality, such as presenting with a tea, shown to the guests of office he/she is serving in.

14.18.6. They are to carry out the instructions of the higher authorities.

14.19. ESTATE OFFICER

Estate of St. Xavier's Catholic College of Engineering includes all the assets it has, both movable and immovable. However for all practical purposes, the Estate Officer is put in-charge of all the infrastructure, including the ground, gardens and roads. He is responsible to see that all the infrastructure, furniture and articles connected therewith, are maintained clean and in optimal working condition, and to carry out the repairs, maintain water management and supply, electric supply, public address system, audio systems, intercom, toilets and all hygiene systems, waste management systems and other necessary conveniences etc. for the smooth running of the college and the quality upkeep of all the conveniences for the welfare of the students and the staff. He is to plan his tasks systematically and execute them with the help of the personnel under him or hired workers and develop strategies to monitor the condition of the different conveniences and refurbish them in time, reducing chances of wastage and inordinate high cost.

14.19.1. The Estate Officer comes to the college sufficiently early and tests and makes ready all the conveniences for that the college starts and runs smoothly.

14.19.2. He is responsible to supervise the entire infrastructure regularly and maintain them clean and fit for their full utility.

14.19.3. He is responsible to arrange for the repair of the infrastructure whenever needed. When major repairs are needed he is to bring that to the notice of the Bursar or the Correspondent and get instructions to carry out the maintenance without delay.

- 14.19.4. He prescribes daily duties to all the maintenance personnel who work under him, like the plumbers, carpenters, electricians, gardeners, sweepers, sanitary maintenance, NMRs and guide, evaluate and supervise their work for the optimum upkeep of the infrastructure of the college. He maintains a work diary for such purposes and presents it to the Bursar/Correspondent every week for approval and for further work assignment and guidance. He is to take special interest to see that the workers put in hard work to maintain the college and do not waste time or bring any loss to the college.
- 14.19.5. He prepares regular maintenance schedules and executes them and has responsibility to arrange for and supervise needed AMCs (Annual Maintenance Contract) and make best use of them for the quality maintenance of different electronic and electrical goods of the college.
- 14.19.6. He keeps in touch with different Government and nongovernment offices and agencies that are connected to the infrastructure of the college and to get their help whenever needs arise, like Electricity Board, Local Panchayat Office etc. He is also responsible for the payment of regular bills and tariffs following due procedures of the college.
- 14.19.7. He reports developments to the Bursar and the Correspondent regularly and gets instructions from them on a daily basis. Before starting any work, besides the daily routines, he is to make a plan and estimate and get approval from the Correspondent in understanding with the Bursar, and report regularly to them of the developments in the work.
- 14.19.8. The Estate Officer will work in close association with the Bursar and the Principal of the college for the upkeep and maintenance of the infrastructure of the college.
- 14.19.9. He is duty bound to keep a record of the processes and developments of all the work taken up in the college premises, including the number of workers, the hours of work, quantum of their work and salary they are eligible etc. and produce the systematic reports whenever demanded for.
- 14.19.10. The Estate Officer is responsible to keep stock registers for all the assets of the college, small or big, and make necessary changes in the stock registers when new articles are purchased or replaced or condemned out of use with the approval of the appropriate authority. He is responsible to distribute materials from the stock to the work being done and keep accounts of them.

- 14.19.11. The Estate Officer, in understanding with the purchase committee of the Management Council, takes responsibility for buying and selling goods that pertains to the development and maintenance of the infrastructure and keeps systematically all the documents connected with the equipment, like the guarantee cards.
- 14.19.12. The Estate Officer is the overall supervisor of all the infrastructural development works, buildings, gardens, roads, etc.
- 14.19.13. It is the duty of the Estate Officer to keep a database of contractors and workers of different trades connected to the works in the college, industries, agencies, shops etc. that they can be approached for quotations or direct employment.
- 14.19.14. He arranges a system of registering complaints at different areas of the college, including digital arrangements, to point out the shortcomings in the conveniences and infrastructure; and take responsive action and make arrangement to remedy the inconveniences at the earliest so that the activities of the college do not suffer.
- 14.19.15. All the materials that are brought into the college campus, including that of the contractors, should be brought in with the knowledge of the estate officer. He also arranges for the safety of those materials. Similarly all the materials that are taken out of the campus should have express permission of the Estate Officer. The security personnel should make sure that such arrangements are practiced effectively.
- 14.19.16. The security personnel of the college are given under the authority of the Estate Officer. He is to give schedules and duty hours to them, and supervise their conscientious performance.
- 14.19.17. The Estate Officer is responsible for the qualitative upgrading and updating of the maintenance personnel and may suggest to the management in-service trainings and workshops to better their quality.
- 14.19.18. He is especially responsible for the conservation of energy, water and other resources within the college campus and he develops monitoring systems in this regard.
- 14.19.19. He arranges for Green Audit and Energy Audit, in consultation with the Correspondent, every year.
- 14.19.20. Every year, in the month of February, he prepares an annual plan and budget for the maintenance of the campus in consultation with the Bursar and presents it to the management.

14.19.21. As the person responsible for the maintenance and upkeep of the campus, Estate Officer should be ready to come and do the needful with the assistance of the personnel in his charge, in case of emergencies even on holidays.

14.19.22. He carries out any other work assigned by the Bursar/Principal/ Correspondent.

14.20. TECHNICAL ASSISTANT

14.20.1. Technical assistants are those employees appointed, based on their technical qualifications or expertise, for the maintenance of the infrastructure of the college, such as electricians, plumbers, carpenters etc..

14.20.2. Technical assistants are to serve under the direction and guidance of the Estate Officer and other administrative authorities of the college.

14.20.3. They are duty bound to come and attend to the work given by the Estate Officer and other authorities of the management even on holidays and beyond duty hours, especially for repairs and rectification of conveniences and in urgent needs.

14.21. PERSONNEL IN TRANSPORT SERVICES

The Transport Services, in SXCCE, consists of Bus Transit System to fetch the students to and fro between their home and the college, Diesel Bunk, Mechanical and Service Shed, and Driving School. The Transport Cell of the college plans, directs and monitors all the transport services of the college, with the guidance of the Transport Committee of the Management Council. The Transport Officer is put in charge to direct and monitor all the activities connected with Transport Services of the College, as guided by the Transport Cell, in consultation with and permission from the Bursar and the Correspondent.

TRANSPORT OFFICER

14.21.1. The Transport Officer is the person put in charge of the college transport services by the management, from among the staff or by special appointment, who will lead the Transport Cell of the college. S/he will organize, direct and monitor all the activities connected with Transport Services of the College. All the staff connected to the transport services will be accountable to her/him.

14.21.2. S/he will work in collaboration with the Transport Committee of the Management Council, and get their approval for all the new and important decisions.

14.21.3. S/he will be assisted by the Head Driver in the all the activities of bus services and maintenance of the college vehicles.

14.21.4. The Transport Officer is responsible to deal with situations that erupt, like in the case of an accident, getting guidance from the management.

14. 20.5. In the absence of the Transport Officer, the Head Driver, will be given her/his responsibilities by the management.

14.21.6. S/he will represent the college to the Government offices and officers connected with the Transport Services of the College and all the dealings therewith.

14.21.7. S/he regularly checks the logbooks and registers and stock registers connected with Transport Services and take corrective measures when anomalies found.

14.21.8. S/he will facilitate buying and selling vehicles and other things as directed by concerned committees and the management.

14.21.9. S/he regularly supervises the activities of the Driving school, Petrol Bunk, Mechanical shed and Service Station and report to the management of notable issues.

HEAD DRIVER

14.21.11. Head Driver allots routes and gives charge of particular buses to the drivers, and effects necessary reshuffles whenever necessary, that the transport system works smoothly for the convenience of the students.

14.21.12. It is the duty of the Head Driver to arrange alternative drivers whenever a driver goes on leave or not able to drive for any other reason.

14.21.13. The Head Driver is responsible to physically inspect every vehicle of the college daily, to find out casual damages and lapses in the regular maintenance, to report to the transport officer and arrange for proper upkeep.

14.21.14. He is responsible to monitor the trip-sheet cum logbook and the maintenance sheet of the driver's every day and insist them to set things right if found wrong. If he is not satisfied he may report to the Transport Officer or the Bursar.

14.21.15. It is his duty to preserve a register of maintenance schedules for all the vehicles of the college, such as oil change, insurance, tyre change, air and break checkup and

especially annual FC and remind the transport committee in time about them and arrange for actions necessary with their permission.

14.21.16. He is responsible to immediately respond and attend to any untoward incidents/accidents, report to the Transport Officer, who in turn intimates to the management and transport committee and seek their guidance and if necessary to bring in legal advice or other helps, and manage and settle the situation on behalf of the college, that the students are safe and interests of the college are well protected.

14.21.17. He, after proper permission from the authorities, has to make necessary arrangements for the purchase of standard materials and for the sale of scraped materials.

14.21.18. The Head Driver also works as a spare driver as when required. He will be specially called in for driving vehicles for special guests, management personnel, and Industrial Visits and Tours of the students; the bus specially set apart for Industrial Visits will be under his charge.

14.21.19. The Head Driver is also in charge of the Mechanical Shed and Service station. He monitors the clean and quality maintenance of the sheds and the instruments therein. He keeps a stock register of the instruments, machines and tools that belong to the college, being used there.

DRIVERS

14.21.20. Drivers bring the students from different parts of our district and beyond to the institution safely and in time, and bring them safely to wherever they travel for industrial visits, placement drives, study tours etc. They are the caretakers and custodians of the buses given in their charge

14.21.21. Drivers of the vehicles have to take full responsibility for whatever happens to the vehicle he is given charge of.

14.21.22. Drivers should be sufficiently ahead of time at the parking place to check the working condition of the vehicle.

14.21.23. Strict punctuality should be maintained by the drivers. Buses should be started on time and should reach the destinations too on time. They are expected to keep the stipulated time for each of the stops, as they take and drop students at different stops.

- 14.21.24. No one, except the authorized persons, should be allowed to accompany the bus to the night parking place or to board the bus from there.
- 14.21.25. Drivers should not have any private dealings with any student or staff or any one inside the campus.
- 14.21.26. Whenever drivers park the bus and leave it, the shutters should be closed and the doors locked.
- 14.21.27. Driver should maintain the logbook and trip-sheets wherein the details of the trips and events including readings of the odometer, details of the attendance, and other happenings are noted. He should also carry out his duties of maintenance daily and faithfully and note it in the list given for supervision.
- 14.21.28. The buses should be cleaned and kept ready for the following trip.
- 14.21.29. If any mechanical and other defects are noticed in the bus it is the responsibility of the driver to draw the attention of the Transport Officer of it for setting them right, and if necessary, inform to the Bursar and the Correspondent in that order, for it is the driver who will be held responsible for whatever defect in the vehicle that has not been attended to.
- 14.21.30. Compensation will be claimed by the management from the driver in charge for any damages on the vehicle.
- 14.21.22. As soon as the daily maintenance of the vehicle is over, all the regularized drivers should immediately report themselves to the work entrusted to them by the management to be carried out during the hours they don't drive college buses. They should be available there and should leave those places even on duty only after recording their movements in the register. The college can assign to the drivers other works also through the Office Superintendent and the Estate Officer whenever necessary.
- 14.21.31. The driver can normally take any leave, including for emergencies, only after proper information to and permission of the Transport Officer who will forward the leave letter to the proper authority. For medical leave, proper leave letter should be submitted to the Correspondent through the Principal, forwarded by the Transport Officer.
- 14.21.32. It is the responsibility of the driver to draw the attention of the Transport Officer about all the maintenance schedules, insurance, taxes, F.C. etc.

14.21.33. Drivers are expected to keep a high standard of driving practices, being careful to follow the traffic rules, keeping the comfort of the passengers, i.e. the students in mind. Rough driving and speeding up are punishable offences.

14.21.34. While on duty the driver should always be in uniform with identity card. They are expected to put on the identity card and be in uniform within the campus, on duty or otherwise.

14.21.35. Regular checkups will be arranged by the Transport Committee of the Management Council and the Transport Cell of the College, so as to ascertain the speed limits, traffic rules and driving etiquettes are maintained, besides for monitoring the unauthorized travels.

BUS MANAGER

14.21.36. Bus-managers are responsible for the smooth and disciplined journey of the students in the bus. He notes and reports regularly about the behavior and demeanors of those who journey in the bus to the Transport Cell.

14.21.37. All decisions about admitting students into the bus, checking their passes, etc. are the responsibility of the bus-manager. In cases of emergency he is allowed to admit students without pass and inform each case to the office about it.

14.21.38. It is his duty to help the driver in his driving, such as cautioning about the sides, cautioning over speeding, signaling as the driver takes the bus backwards, etc.

14.21.39. Bus-manager reaches the starting point in time and accompanies the driver to the last stop where the bus is parked.

DRIVING INSTRUCTOR

14.21.40. It is his duty to teach and train students who enroll themselves for driving practice in the national and international rules and give them proper and enough driving practice according to the necessary rules and take them to the RTO office for testing for license.

14.21.41. S/he should ensure the safety and security of the students, enrolled for driving practice, maintain proper registers required including attendance registers etc. and

give to the Transport Cell for inspection. S/he is not allowed to take the driving-students beyond 5 Kilometers, for practice.

14.21.42. Strict Discipline and Good Manners is expected from the Driving Instructors with regard to their behavior with the students, staff and the public.

14.21.43. Driving Instructors are responsible for the maintenance of the vehicles given in their care and the office, tools and the premises used for the driving school.

14.21.44. It is her/his responsibility for getting learning and driving licenses from the Government for those driving-students satisfy the requirements for the same after enough practice.

DIESEL MAN

14.21.45. Diesel Man is the one who is put in charge of the diesel bulk by the Correspondent. He is duty bound to maintain the bulk, the dispenser and the tools therein and fill in diesel to all the registered vehicles of the college and nearby institutions and to record them all systematically.

14.21.46. As the one in charge of the diesel bulk, he is responsible to see that all the laws and regulations with regard to the safety and security arrangements for a diesel bunk, as demanded by the relevant departments of the Government, are fully satisfied always.

14.21.47. He should maintain a register of diesel filled in for each vehicle with date, submit to the regular monitoring of the Transport Cell and inform noticeable differences in the consumption or mileage of vehicles to the Transport Cell

14.21.48. Together with the Transport Officer he fixes the days and schedules for filling in Diesel for the vehicles, and be readily available for the same.

14.21.49. He is expected to maintain the stock register for diesel in the diesel tank and he arranges for the procurement of diesel needed through the Office Superintendent and makes sure the quantity of the diesel brought in is in accordance to the order and its quality matches the prescription and is standard.

14.21.50. He makes sure that the readings in the dispenser of the diesel bulk is accurate and informs the company any anomaly there and arranges for the personnel of the company come and rectify it.

14.22. SECURITY STAFF

- 14.22.1. Security personnel play an important supportive role in managing the campus, maintaining discipline and safeguarding the materials belonging to the college. They are to deal with people courteously and kindly with necessary professional strictness.
- 14.22.2. Security staff should be faithful to his stipulated duties and schedules and is to move from his place of duty only after the next one replaces him. Being absent to the duty, by finishing early, coming late and absenting himself during the duty hours are punishable offences.
- 14.22.3. Security personnel are responsible for regularizing the parking of the vehicles within the stipulated places and according to the instructions given by the Estate Officer and/or the higher authorities.
- 14.22.4. It is the duty of the security personnel who occupy the two entrances to check and allow all the vehicles that come in and go out, and to note the registration plate numbers and the purposes faithfully and present the same to the Estate Officer for inspection regularly.
- 14.22.5. They are not to allow unauthorized vehicles to enter into the campus, without permission from the concerned authorities; nor are they to allow any vehicles to go out of the campus without permission, and they are to inform immediately the Estate Officer of any aberrations or suspicious entries.
- 14.22.6. All the cars, bikes and other vehicles that belong to the college and to the staff and students, are to be registered with the college and vehicles other than those are to get a special pass card to get into the college campus and which is to be returned as they go out.
- 14.22.7. The security personnel should not allow any person or vehicle to carry materials from the college without prior express permission from the Estate Officer and other concerned authorities. Stringent action will be taken on the particular security staff if the college meets with any loss in such manner.
- 14.22.8. The security personnel are not to have any personal relationship or understanding with the staff or students, or the hired workers of the college. If they are seen to deal with any person from inside or outside of the college other than professionally, their eligibility to continue to work in this college becomes questionable.

- 14.22.9. The security personnel should not allow any student studying in the college out, across the gates without gate-pass duly signed by concerned authorities, or in the case of the staff without punching, during class hours. If they are met with resistance from any staff or student while carrying out such duties, they are to bring the incident and person to the notice of the Principal or the Correspondent at the earliest. They are duty-bound to report to the authorities if any staff, student, workers or outsiders get in or go out of the campus through other ways than the official gates.
- 14.22.10. The security personnel are to be in full uniform given by the college during all the duty hours, and are to keep up their physical fitness appropriate for their duties.
- 14.22.11. They are responsible to check whether all the doors have been closed and lights and gadgets have been put off after the working hours and do the needful, and inform about the irregularities to the authorities.
- 14.22.12. The particular security staff who is responsible for putting on and putting off the lights on the verandas and roads during the night hours, should take utmost care to conserve electricity. In the same way, the one who is in-charge of managing the water pumps should be careful to fill up the tanks with enough water in time and not to waste water and energy by way of overflows.
- 14.22.13. The security staff are expected to attend the trainings arranged by the Estate Officer with regard to the security practices and etiquettes.

14.23. GARDENERS AND FARMERS

- 14.23.1. It is the duty of the gardeners to create a serene and beautiful environment for study by developing green, beautiful, and blossoming gardens within the college campus. They work under the guidance of the Estate Officer.
- 14.23.2. Only organic methods are to be used in the maintenance of the gardens and all the other kinds of farming within the campus.
- 14.23.3. To keep the gardens blossoming, separate nurseries are to be maintained for developing seedlings that fresh and appropriate plantations could be done for every season.
- 14.23.4. It is the duty of the gardeners to mow and shape the grass and other plants regularly.
- 14.23.5. They should make enough arrangements to water the plants even on holidays, and manure them regularly that the plants grow lush and green.

14.23.6. Trees and border plants are to be planted along the sides of the roads and cultivation of rare herbals could be given importance.

14.23.7. Whenever and wherever it is possible, coconut trees, palms, plantains, vegetable etc. are to be cultivated within the campus and the land that are given for the use of the college. Farmers, specially appointed for such purpose carry out such tasks.

14.23.8. The personnel working in the garden are also in charge for the Botanical labelling of the trees and plants gracefully, and for the Green Audit of the Campus every year, and to keep up the carbon neutrality of the campus and for the maintenance of the water bodies within the campus.

14.24. OTHER BASIC STAFF (SWEEPERS AND SANITARY WORKERS)

14.24.1. Those in-charge of keeping the premises and the sanitary arrangements clean are expected to arrive early enough and carry out the cleaning work in the place allotted to them well in advance.

14.24.2. When they finish their work, they are responsible to get the signature from the staff responsible to monitor the specified place and arrangements.

14.24.3. They are to work under the guidance and instruction of the Estate Officer and the higher authorities.

14.24.4. They are expected to keep the systematic garbage-disposal system followed in the college as one of the best practices.

14.24.5. Our college campus has been declared “plastic-waste-free” campus. Therefore the cleaning personnel are expected to collect all the plastic wastes diligently and place them in the specific place arranged for it.

15. LEAVE RULES

15.1. GENERAL

15.1.1. Leave means permitted absence from duty. The Correspondent is the leave sanctioning authority, however, the Principal sanctions casual leave as a delegate of the Correspondent.

15.1.2. Applications for leave shall be made in the prescribed form.

15.1.3. Leave applications shall be submitted through proper channel.

15.1.4. Leave cannot ordinarily be claimed simply without considering the needs of the job. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority who is empowered to grant it.

15.1.5. An employee on leave can extend or shorten the period of leave granted to her/ him only with the permission of the authority, which granted her/ him leave.

15.1.6. An employee on leave may not take any outside service or accept any employment during the leave period.

15.2. PUNCTUALITY IN ATTENDANCE AND PERMISSIONS

15.2.1. Staff members shall sign the attendance register, besides punching, on working days before their duty time fixed by the Competent Authority.

15.2.2. Permissions may be granted for an hour a day, twice in a month by the Principal as provided for by him.

15.2.3. Availing permission for a third time or coming late for a third time in a month shall be treated as half a day Casual Leave.

15.3 CASUAL LEAVE

15.3.1 Casual Leave can be granted for 12 days in a calendar year. However, Casual Leave cannot be granted more than six days continuously and when Casual Leave is combined with Government Holidays or Local Holidays, such a leave cannot exceed 10 continuous days in total.

15.3.2. In the case of planned casual leave, application for leave shall be submitted one day prior to availing leave. On unavoidable circumstances, such as sudden illness or unforeseen urgency, the application shall be submitted before duty time on the first day of the leave. Leave can be refused for belated submission of leave application. It is the responsibility of the incumbent to see that the leave application reaches the competent authority before the time specified.

15.3.3 An employee may be allowed to avail casual leave for half a day too.

15.3.4 Temporary staff and staff in probation will be granted casual leave at the rate of one day a month.

15.4. EARNED LEAVE

15.4.1. Only the administrative staff are eligible for earned leave in a calendar year at the rate of 12 days (one day per month).

15.4.2. It can be availed of only after the prior sanctioning of the leave by the Competent Authority.

15.4.3. Earned Leave cannot be applied for half a day and earned leaves cannot be taken more than three days at a time.

15.4.4. Public holidays can be prefixed or suffixed to earned leave with prior permission. Public holidays falling within the period of earned leave will be treated as earned leave. Earned leave cannot be combined with any other leave.

15.5. MEDICAL LEAVE

15.5.1. Medical leave is admissible only to any confirmed illness, after completion of at least one year of probation. The number of days of medical leave, a staff is eligible, is calculated for each of her/his completed 5 years as 30 days, to a maximum of 180 days for more than 20 years of service as follows.

Period of Service	Eligible Medical Leave
0 to 5 Years	30 days
0 to 10 Years	60 days
0 to 15 Years	90 days
0 to 20 Years	120 days
More than 20 Years	180 days

15.5.2. Medical leave can be granted on medical grounds subject to the production of medical certificates from a registered medical practitioner.

15.5.3. Medical leave shall be sanctioned on genuine medical reasons only. Medical leave will not be sanctioned for other reasons like examination, marriage, house construction, family function etc.

15.5.4. On expiry of the medical leave, the applicant should produce a fitness certificate from a registered medical practitioner for rejoining duty.

15.6. MATERNITY LEAVE

15.6.1. Married women members of the staff who are in regular service are eligible for 90 days of maternity leave with full pay, for a maximum of two times, and those on probation/ temporary/contract service, however, can also avail maternity leave but with 50% of pay.

15.7. COMPENSATORY LEAVE

15.7.1. When a member of the staff is prevented from enjoying public holidays for doing duties connected with the College, such a person may request the Correspondent in writing for compensatory leave credit in the prescribed form within 7 days from the day of extra work, through the Principal who gives details of the extra work done.

15.7.2. Half-a-day is credited for every 7 hours of extra-work, including on public holidays.

15.7.3. Extra-work in a public holiday can credit a maximum of half-a-day only.

15.7.4. Such a leave can be affixed to any kind of leave.

15.8. MARRIAGE LEAVE

A leave of 15 days (with pay) shall be granted for the marriage of the members of the staff.

15.9. STUDY LEAVE

15.9.1. Study leave may be granted to the staff members who are in regular service to undergo essential courses pertaining to the area of his/her specialization and research at the discretion of the Correspondent.

15.9.2. Study leave could be of two types. 1. When the College sends a staff for a course as a part of Faculty Development Program/Workshop/Internship. 2. When a faculty member requests for study leave to attend a course in her/ his area specialization or to do PhD/PDF.

15.9.3. Study leave can be granted for a maximum of two years only.

- 15.9.4. Application for study leave shall be submitted to the Correspondent through the Principal with details of the course of study and the examination which the applicant prepares to undergo during the period of study leave.
- 15.9.5. The applicant will give an undertaking in a stamped paper to serve for a fixed period of time in the institution as prescribed by the management after the successful completion of the course.
- 15.9.6. On completion of a course of study, a certificate of completion in the proper form together with the certificate of examination passed or in the case of a special course of study, indicating the date of commencement and termination of the course with remarks, if any, from the authority in charge of the course or study shall be furnished to the management before rejoining duty.
- 15.9.7. The member on study leave will be on loss of pay.
- 15.9.8. The period of leave may count as service period for the purpose of promotion and increment.
- 15.9.9. After completing the course of study, the staff member shall be permitted to join duty with an advance notice of one month. In case a member discontinues the course s/he will be allowed to rejoin duty only after the expiry of the period of appointment of the substitute.
- 15.9.10. Members of the staff cannot have a claim for automatic promotion after acquiring higher qualification.
- 15.9.11. By virtue of her/his higher qualification her/his seniority position will not be elevated unless through a process of selection/promotion.

15.10. LIEN LEAVE

- 15.10.1. Lien leave can be availed by the staff who gets a chance to teach as a visiting professor in an eminent university or an industry, foreign or inland, for a maximum of one year.

15.11. VACATION

- 15.11.1. Members of teaching and technical non-teaching staff are eligible for 15 days of vacation during the end of first semester and 21 days during the end of second

semester as the schedule of the university so permits. However, vacation days can be reduced for special important needs of the college. The vacation days are to be availed in two or three parts during the available holidays whenever the university schedule permits, adjusting with other members of the staff without disturbing the smooth running of the college. The Principal will make necessary schedules in understanding with particular staff and with permission from the Correspondent.

15.12. GENERAL RULES

- 15.12.1. Other Duty (OD) permissions are granted by the Principal. Requests for permission to go out for other duty, during working hours, shall be submitted through proper channel in the prescribed form in person before the period of other duty.
- 15.12.2. No general permission will be granted to attend the personal function of the members of the staff. Casual leave for such functions will be granted only subject to the condition that the normal working of the institution is not affected.
- 15.12.3. During leisure hours, staff members shall occupy the seats allotted to them. A note in the appropriate register indicating where he/she can be found should be left when a teaching staff leaves his/her allotted seat.
- 15.12.4. Leaving the classroom before the ringing of the bell indicating the end of a period is subversive of orderliness.
- 15.12.5. Teacher, having first hour class work shall be present in their respective classes, during the Morning Prayer.
- 15.12.6. Cancellation of classes can only be done by the Principal with the permission of the Correspondent. Alteration of class work by members of the staff should be done only with the prior permission of the Head of Department.
- 15.12.7. Student attendance markings should be done immediately after the completion of the period, in the prescribed form and to be uploaded into the automation system.
- 15.12.8. Teaching faculty are expected to submit the corrected answer scripts of tests and assignments to the department, after entering the marks into the departmental registers and uploading the same into the automation system within three days.
- 15.12.9. Members of the staff are to fill in or upload the report of the activities or data expected of them in the automation system of administration regularly.

15.12.10. All the members of the staff are expected to continue to develop the standard of the college by pursuing excellence in carrying out their particular duties and responsibilities. In this, all the staff members are expected to heed to the directions, guidance and suggestions of the IQAC and follow them with commitment.

15.12.11. Members of the staff who are in regular service, applying for part-time courses, including Ph.D, in the relevant field should get prior written permission from the Correspondent. Permission will be granted only if the following conditions are satisfied.

- a. Smooth conduct of class work is ensured and the course work should not be carried out during working hours of the college.
- b. The member of the staff who gets permission for part-time courses is expected to continue his/her service in this institution at least for the next three years after acquiring the additional qualification. S/he will have to pay three months' salary before getting relieved if s/he leaves the college during or after the course without continuing to serve in the institution for three years, forfeiting also the gratuity.
- c. The staff who get permission for part-time or full-time course are expected to produce the original certificates and their attested copies while re-joining duty and the same should be readily available at any time for verification.
- d. The staff members who have successfully completed Ph.D. are expected to submit a copy of their thesis to the College library.

15.12.12. No staff member shall apply for any other job without the prior written permission of the Correspondent while in service.

15.12.13. When any member of the staff is absent without any kind of eligible leave, the period of such absence shall be treated as unauthorized absence deserving disciplinary action.

15.12.14. Members of the staff shall sign the Movement Register when they leave the place of their duty.

16. USAGE OF LANGUAGE IN COMMUNICATION

Except the category V employees and the maintenance staff, all the staff and the students are expected to speak in English within the College premises while talking among themselves or with the students or with the superiors.

17. TA/DA RULES

Whenever the staff members are deputed by the management on duty to places outside the limit of the Headquarters and the Municipal limits of Nagercoil, the cost of the journey by eligible mode of conveyance and the cost of boarding and lodging expenses as applicable incurred by them during the tour will be paid as per the following guidelines.

For the purpose of determining the eligible mode of Travel/Conveyance and the applicability of Boarding & Lodging expenses to different category of staff Members, the following status wise classification will apply.

17.1. STATUS WISE CLASSIFICATION

Correspondent, Financial Administrator, Principal and Management personnel.	Class - I
Professors	Class – II
Teaching Staff	Class – III
Skilled Assistants	Class – IV
Administrative Staff	
Office Superintendent	Class – III
System Administrator	Class - III
Assistants & Junior Assistants	Class – IV
Office Assist.	Class – V
Maintenance Staff	
Estate Officer	Class III
Technical Assistants	Class IV
Gardeners, Security, and others	Class V
Train/Bus	
Class I	2 tier AC sleeper class/AC bus (Maximum)
Class II & III	3 tier AC sleeper class / AC bus (Maximum)
Others	3 tier sleeper class/ non-AC bus (Maximum)

Note:

While submitting the T.A. claims, the journey Tickets must be enclosed without fail. In the absence of proper evidence, only ordinary bus/train fare will be paid.

17.2. CLASSIFICATION OF CITY CLASSES

Class – A	Class – B	Class – C	Class -D
Delhi Bombay	All State	All other cities	All the other places

Calcutta Chennai	Headquarters		
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17.3. APPLICABILITY OF BOARDING & LODGING EXPENSE AND BATA

The maximum limit permissible will be as follows:

City Classes	D.A. Per Day	A		B		C & D	
		Lodging	Boarding	Lodging	Boarding	Lodging	Boarding
Employee Category							
Class - I	250	3000	500	3000	500	2000	300
Class – II	200	2000	300	1500	300	1000	250
Class – III	150	1500	250	1000	250	500	200
Class - IV	100	1000	200	700	200	400	150
Class – V	100	750	200	500	200	400	150

Note: The claim for boarding and lodging expenses should be accompanied by a travel report signed by the claimant, proper original bills, vouchers and tickets that have been counter checked by superior/tour sanctioning authority.

17.4. LOCAL CONVEYANCE EXPENSES

17.4.1. Journey within the Municipal limits of Nagercoil or within the radius of 8 kms., from HQs (Chunkankadai) will not be treated as Visit/Tour and, hence no DA or Bata will be admissible. Only the actual fare by eligible mode of Travel/ Conveyance will be paid.

17.4.2. However, if any member travels by his own vehicle, T.A., at the rate of Rs.5/- per km. will be allowed on specific approval from the Principal or the Correspondent based on the need and the interest of the Institution.

17.4.3. The rules of TA/DA claims shall be revised at least once in three years owing to the changes in the cost.

17.5. PROCEDURE FOR CLAIMING/SETTLING TA/DA BILLS

17.5.1. The eligible staff members shall submit the TA/DA Bill claims, only in the printed format available in the College Office for such purpose.

17.5.2. The Bills/Claims are to be submitted within seven days from the date of completion of journey for the reimbursement of the expenditures beyond the advance given. It is

expected that the staff submits original bills and submitting vouchers in the place of a possible bill is unacceptable. Claims given later than seven days will not be entertained.

17.6 ADVANCE AGAINST TA BILL

Advance against TA bills shall be allowed to the extent of 80% of the estimated expenses. Members who wish to avail themselves of advance against TA shall apply for the same in a letter addressed to the Correspondent with a brief mention of the purpose, place and date of the proposed tour along with a break-up of the expenses.

18. MISCONDUCTS

The following are misconducts that are punishable:

- 18.1. Absence without leave or overstaying beyond the period of sanctioned leave without valid reasons.
- 18.2. Repeated unpunctual or irregular attendance.
- 18.3. Neglect of work, negligence in performing duties and negligence in the continuous pursuit of excellence and failing to keep up with the expected standard in performing duties.
- 18.4. Breach of any rule of the College or instructions by the authorities.
- 18.5. Causing nuisance in the premises of the College.
- 18.6. Attempting to collect or collecting money from the students of the College without due permission of the Competent Authority.
- 18.7. Holding or attempting to hold or attending any meeting in the premises of the College without the prior permission of the Competent Authority.
- 18.8. Attempting to form a union or an association without permission.
- 18.9. Failing to show proper consideration, courtesy or attention towards superiors.
- 18.10. Resorting to victimization or partiality of any nature towards students.

- 18.11. Resorting to any practice which is detrimental to the interests of the College and its good name.
- 18.12. Continuously flouting the Language Rule of the college.
- 18.13. Discourteous behavior towards members of the staff or towards visitors.
- 18.14. Wordy quarrel of any kind, and indulgence in any kind of physical quarrel with the fellow staff or students.
- 18.15. Indecent behaviors in the public, discourteous and manipulative behavior towards persons of complementary gender.
- 18.16. Using un-parliamentary words, gossip or behaving in a violent manner towards others.
- 18.17. Willful insubordination or disobedience whether alone or in association with others to the orders of a superior.
- 18.18. Dishonesty, fraud, misappropriation or theft or corrupt practices.
- 18.19. Willful damage or causing loss to the College.
- 18.20. Making false allegations against superiors, colleagues or subordinates.
- 18.21. Any violation of the code of conduct or dereliction of duties and responsibilities.
- 18.22. Willful suppression of facts and presenting incorrect data for self-motive.

19.DISCIPLINARY ACTION PROCEDURE

19.1. IN THIS INSTITUTION INDISCIPLINE CONSISTS IN-

- a. not following the rules and regulations of the institution, codes of conduct, the prescribed duties and responsibilities that pertain to the job and position given to the particular staff, the decisions of the Management Council and directions of the authorities.
- b. not upholding the values of the institution and other established and acceptable human values and rights.

- c. not working towards and failing to channelize all energies towards the achievement of the vision and mission of the institution and growth of the institution and for the realization of the objectives of the institution following its policies.
- d.

19.2. DISCIPLINARY ACTION PROCEDURES

- 19.2.1. The management may place any employee under suspension for any alleged misconduct pending enquiry.
- 19.2.2. No regular employee of the College shall be awarded a major punishment without following the disciplinary action procedure given hereunder.
 - i. A person against whom disciplinary action is proposed to be taken shall in the first instance, be informed of the allegations against her/his and s/he shall have a proper opportunity to give her/his explanation.
 - ii. When the management is not satisfied with the explanation, a charge-sheet will be issued setting forth clearly the charges leveled against her/him
 - iii. The management or the competent authority can make an inquiry or will institute an enquiry when necessary.
 - iv. Based on the findings, if the employee is found guilty, the management will decide on the nature of punishment to be awarded. Final orders shall be passed after due consideration of all relevant facts and circumstances.

20.PUNISHMENTS

- 20.1. The reminders, observations, memos given by the proper authorities or summoning for dialogue are not considered punishments.
- 20.2. Minor Punishments:
 - a. Warning
 - b. Fine
 - c. Withholding of increments without cumulative effect
 - d. Recovery from pay of the whole or part of the pecuniary loss caused by negligence or breach of orders
 - e. Prescribing certain trainings or compulsory FDPs
 - f. Censure or reprimand with entry in the service book
- 20.3. Major Punishments:
 - a. Withholding of increments with cumulative effect
 - b. Reduction in rank or bringing to a lower stage in a time scale

- c. Suspension
- d. Compulsory Retirement
- e. Dismissal

Note: The period suspension will be treated separately by the management, according to the merit of each case, after finalizing the nature of the punishment.

20.4. The authorities competent to inflict the punishments are

- a. HOD – Warning
- b. Deans - Warning
- c. Principal - Warning and fine
- d. Correspondent - All Minor & Major punishments

20.5. For major punishments, the competent authority gets the approval of the Management Council.

20.6. The appellate authority is the authority immediately higher to the authority who imposes the punishment.

21. REDRESSAL OF GRIEVANCES

21.1. Employees of this institution can bring forth their grievances either by dropping a note into the Grievance Box, of writing a petition to the authority proper to the purpose of the grievance or by speaking with the immediate superior.

21.2. If the immediate superior is unable to solve or dispose of the matter it may be referred to the next higher authority. Or if the aggrieved person is not satisfied with the measures taken by the superior s/he may take the matter to the next higher authority.

21.3. No appeal will be admissible if it is not preferred within two months.

21.4. The state of disposal of the grievance shall be communicated to the concerned employee in due course.

21.5. The final appellate authority is the Chairman, the Bishop of the Diocese of Kuzhithurai.

22.RESIGNATION

Any member of the staff intending to tender resignation shall send prior notice three months before the date of resignation to the Correspondent through proper channel. Those seeking immediate relief shall remit three months' salary or an amount equivalent to the days s/he delayed to inform in writing her intention to resign. This is not applicable in the case of an employee in suspension or under disciplinary action.

However, if a staff resigns from her/his job without disturbing the academic program of the year, i.e. at the end of the semester and at least one month before the starting of the new academic year (giving enough time to select a new candidate in his/her place) s/he may be exempted from this rule.

23.RETIREMENT

23.1. REGULAR RETIREMENT

23.1.1. The age of retirement of all employees is 58 years. However, the retirement age of employees of lower cadre, namely, Office Assistants, Gardeners, Security Personnel, Sanitary Workers, and Drivers is 60 years.

23.1.2. The date of effect of retirement is the afternoon of the last day of the month when the employee completes 58 years of service.

23.1.3. Only the teaching staff are eligible for superannuation till the end of the academic year, namely May, 31, at the application of the employee before three months of his/her retirement and the approval of the Management Council which ascertains the physical fitness of the particular staff.

23.2. VOLUNTARY RETIREMENT

An employee shall be permitted to retire from the service voluntarily by giving notice of not less than 3 months in writing to the management in advance or paying of three months' salary in lieu of notice.

If an employee retires voluntarily for another job, without prior information three months before, he/she will have to forfeit the Gratuity benefits.

When an employee under suspension or against whom a disciplinary action is pending, seeks to retire voluntarily, the management reserves the right to withhold the permission sought by the employee.

23.3. COMPULSORY RETIREMENT

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