

Higher Education Manual

Society of Sisters of St. Annes-Madras
Bangalore Province

Society of Sisters of St.Anne - Madras

Bangalore Province

St.Anne's Provincialate, Vinaya Sadan,
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Higher Education Manual

HIGHER EDUCATION MANUAL

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I. History of the Society of Sisters of St. Anne-Madras and its mission

Founding of the Society of Sisters of St. Anne-Madras

The origin of our Congregation 'The Society of Sisters of St. Anne-Madras' can be traced back to 19th century in the State of Tamil Nadu, India. It was founded by a lay woman namely Thatipathri Gnanamma. She was an ordinary woman who hailed from Phirangipuram, a village in Guntur District, Andhra Pradesh, South India. She was given in marriage to Innaiah, the catechist of Phirangipuram. This pious couple was blessed with five sons. Unfortunately she became widow at the early age of 37 years. Left all alone with five boys to bring up, she put her entire trust in Divine providence and raised her children strong in Christian faith. Four of her sons joined religious life and one settled in family life. Freed from all family commitments, Gnanamma moved to a village called Kilacheri, 40 km from Chennai and settled down there, although she had no acquaintances in that place. Thus the infinite wisdom of God led her step to the cradle, the Bethlehem of the new Congregation.

During her time, education of young girls was an unimaginable dream. Gnanamma was constantly in touch with the illiterate girls in the locality and identified education as a Principal means of empowering them. Fr. Arokianadar, Parish priest of Kilacheri, helped her to reflect effectively and to go ahead with starting a school for girls in Kilacheri. To realize this mission, she started a school exclusively for girls in 1863. Inspired by the committed service to the cause of women, two young girls requested Mother Gnanamma to let them help her in her great work and expressed their desire to do so as nuns.

Mother Gnanamma, who was anxious to ensure that her work should continue, accepted their request and sent them to be formed at St. Anne's Novitiate of the Good Shepherd Congregation in Bellary. After their initial formation, on 04.10.1874, these two became sisters and thus a religious Congregation for women known as "Sisters of St. Anne-Madras" was born. Our Congregation was founded out of the need for empowering the women through education. The life of Mother Gnanamma was other-oriented and dedicated to the welfare of others. The noble qualities of our Foundress exhort us to commit ourselves for the Cause of uplifting the life of the less privileged in the society.

Annites' Mission of Education

Following the words of our Foundress Thatipathri Gnanamma, The Sisters of St. Anne learn to live as women of service and translate the love of God into love of fellow human beings. The divine energy within her was transformed by time, thereby identified the opportunities, and explored possible solution to the illiterate women of the yester years.

Her commitment, passion and perseverance still enabled us to walk even through the untrodden path and take us to another level of development. She was sure of her vision and her insight is still very active in us.

Our primary apostolate is Education. Through this apostolate, we create an atmosphere in the educational institutions that is conducive to the imparting of Gospel Values to the pupils. We give a central place for value based education in the curriculum and impart with zeal and

enthusiasm. The Society of Sisters of St. Anne are involved in Primary education for more than a century.

Higher Education in St.Anne's Of Madras

In view of continuing the faith formation and value orientation with the students going out from our PU/Higher Secondary Schools, Higher Education Institutions were started and the Congregation is into Higher Education from 2005 onwards.

Our Higher Education Institutions facilitate the development of the entire personality of our pupils and also strive to inculcate in them honesty and a sense of responsibility.

Our Higher Education Institutions

1. Sacred Heart Girls First Grade College, Jeevan Bhimanagar, Bengaluru -560075.
2. St.Anne's Degree College for Women, Halasuru, Bengaluru-560008
3. St.Anne's Evening College, Halasuru, Bengaluru-560008
4. Mother Gnanamma Arts and Science College, Varadarajanpet.
5. St. Anne's Arts and Science College, Madavaram, Chennai-600110.

II. Vision, Mission and Objectives

Vision

"To provide humanizing and liberalizing education so as to form responsible citizens who in solidarity with others create a just society".

Mission

- *To empower youth with knowledge, skills and competence.*
- *To provide the students with opportunities to understand the present society and play their role in its growth.*
- *To form their character and personality.*
- *To mould them into socially responsible youth*
- *To enable them create a more humane and harmonious society.*
- *To produce world class citizens with a difference*
- *To create integrated and visionary leaders.*

Aim and Objectives

Academic Excellence

Through Science, Humanities and Commerce, Students who enter the portals of this institution shall acquire sound and a thorough knowledge in academics and be competent in intellectual pursuit and become preferred personnel by any organization.

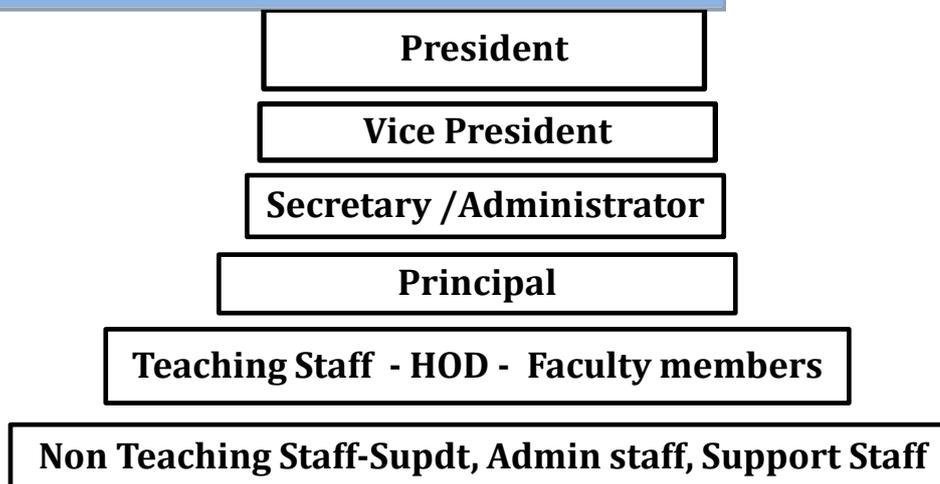
Personal and Interpersonal Skills

To facilitate in discovering their potentials, develop their talents and aesthetic sense, to inculcate soft skills that would be helpful for harmonious interpersonal relationship and teamwork. To cultivate sincere respect for the essential dignity, freedom and equality of every individual.

Spiritual Pursuit

The extracurricular activities shall provide the youth with the knowledge of the world religions and the society and shape them into citizens better who are morally sound and personally convinced, deeply compassionate, competent and committed to the world at large.

III. Organizational Hierarchy



IV. Functions/Roles & Responsibilities

a) VICE PRESIDENT/PROVINCIAL

She is the Head of the institution and the Appellate Authority. Wherever there is a Registered Society or Trust, she is the Vice President or the Managing Trustee as the case may be. She is the guardian and guarantor in the Province communities and the institutions under her care of the Charism, Mission and Apostolic Orientation of the Society and of the Province. She is in overall charge of all the aspects of life and work in the communities and the apostolic institution under the direction of and accountability to the President (Superior General). As Provincial she is also the Chairwoman of the Governing Board of the College wherever this is applicable. Some of the main features of her role are:

1. To inspire the heads of institutions and works as well as the team with the Society's ideals and guide them in their mission. For this purpose to meet the heads of institutions and works at least once in two weeks, and, as an appellate authority, to make herself accessible to all staff members, parents, students and the public whenever necessary.
2. To ensure that the norms and guidelines, the objectives and policies of the Congregation pertaining to the specific apostolate, are faithfully adhered to the institution.
3. To set priorities, goals and objectives and draw up a concrete plan of action.
4. To provide, promote and preserve a healthy atmosphere on the campus for the implementation and realization of the Vision of the Congregation in the best manner possible.
5. To create and maintain the campus culture which witness to the Gospel values and the Christian vision and where the poor feel welcome and at home.
6. To pay special attention to the training and development of the members of the community and to guide the Director/Secretary/Administrator in doing the same regarding the staff members.
7. To see to it that there is Gospel way of life and of work ethic among the staff and non-teaching staff of the institution.
8. To provide the members of the college with the opportunities to acquire relevant academic, spiritual and administrative skills.
9. To ensure that the heads of institutions and works systematically attempt at capacity building among the staff.
10. To ensure harmony and smooth functioning of the different units of the institutions and among different institutions of the community. To ensure that her decision as the appellate authority is accepted by all as the final, subject only to an appeal to the Superior General, in matters where there are differences of opinion among different units and institutions.
11. To guide the Director/Secretary/Administrator in their administration by encouraging delegation of responsibility and the principle of subsidiarity as well as team spirit; and to reconcile differences which may arise in the day to day functioning of Director/Secretary/Administrator and other supportive and subordinate members of the team.

12. To get a monthly statement of accounts from every Director of Work/Head of the Institution and the accounts and make them known to the members of the Governing Board/community.
13. As Vice President/Managing trustee, she shall also be the chairperson of the Selection Board for all employees, either by herself or through her delegate, and finally approves their appointments and issues the letter of appointment to the selected staff.
14. To be the final authority to approve or otherwise the recommendation of the Director/Secretary/Administrator or the Principal/HM as the case may be, to dismiss any student or member of the staff.
15. To sign all the legal contracts with regard to canteens, hoardings, long-term leasing out any part of the premises, etc in the Institution.

b) THE DIRECTOR/SECRETARY/ADMINISTRATOR

Successful operation of an educational institution requires competent administrator. The Director/Secretary/Administrator is the chief executive officer of the Institution. She represents the management in the institution. As such she plays the role of a liaison between management and the employees. Though the direct access to the Vice-President (Provincial) as an appellate authority is always available to all staff members, students, parents and members of the public, still ordinarily it is the Director/Secretary/Administrator who is the bridge between the Management and the Institution. Hence, all the correspondence is to be routed through her. Therefore, the Director/Secretary/Administrator meets the Vice-President (Provincial) at least once in two weeks.

The Director/Secretary/Administrator provides instructional leadership and manages the day-to-day activities of the college administration. The Director/ Secretary/Administrator sets educational standards and goals and establishes the policies and procedures required to achieve them. She also supervises Principal (Non St. Anne's), support staff, teaching staff, counselors, librarians, and other employees. She Participates in the development of academic programs, monitor students' educational progress, train and motivate teachers and other staff, manage career counseling and other student services, administer recordkeeping, prepare budgets, and perform many other duties. She also handles relations with parents, current students, and employees.

However, in the fulfillment of her role as Director/Secretary/Administrator, she shall strive, with utmost discretion in her functioning, to safeguard the legitimate authority of the Principal as the academic head, who has to be given the space and freedom to function as the face of the institution with the staff, students, parents, University and Government authorities and the public. Therefore, the Director/Secretary/Administrator will confine herself to her management responsibilities of guidance, direction and supervision, leaving the day to day academic functions of the institution to Principal.

Some of the main features of her function are:

1. She plays an active role in the overall management of the institution. She participates in all meetings and chairs them. However, wherever possible and necessary, she may delegate her powers to the Principal.
2. As the representative of the Management, she is the ex-officio member of all policy making bodies of the institution – the governing Body, academic council, and other important committees.
3. She is primarily responsible for the recruitment, retention, confirmation, promotion and discharge of the staff as also the admission of students. When new staff members are recruited she introduces them personally to the Superior/Provincial.
4. She is responsible for all legal matters and matters pertaining to the general administration of the institution. Specifically it is the responsibility of the Director/Secretary/Administrator, in accordance with the specific procedures laid down by the Management, and by referring the matter to the President/Vice-President/Secretary of the Registered Society, wherever applicable, to carry out the following administrative functions, in appointment of the staff, both teaching and non-teaching, permanent or temporary; approval of the probationary period of the staff and confirmation of their appointment, as well as relieving letters under the signature of the Vice President and salary of the staff, sanction of increment, Provident Fund admission, closure of income tax and maintenance of the properties movable and immovable, and in consultation with the Principal/HM: promotion of staff, disciplinary action against the staff, maintenance of their Service Registers, all kinds of leave except casual leave.
5. She prepares budgets, fee structures, additional budgets, salary scales, etc and submits them to the Vice-President (Provincial) for approval from the authorized body.
6. In consultation with the Principal she issues service letters to the staff under his/her signature. She also issues memos and dismissal to the student in consultation with the Principal under his/her signature. However she seeks prior approval of the Vice-President (Provincial) for the dismissal of any student or member of the staff and, in consultation with the Principal communicates the same in writing to the person concerned. When the Principal recommends the suspension of a student, the Director/Secretary/Administrator considers the entire issue and takes an appropriate decision. When a member of the staff has to be suspended, she consults the Vice-President (Provincial) and takes the decision and communicates it to the person concerned. She decides on the fines to be levied and waived.
7. She guides and supervises the Principal, who is the academic head of the institution, in the day to day running of the institution. She plays a supportive, guiding and supervisory role to the academic community headed by the Principal, complements their work with her help, guidance, direction and encouragement. For this purpose she meets the Principal at regular times, informally every day and formally at least once in two weeks and the whole staff at least twice a semester.
8. She involves herself to address and solve the problems of the students when they bring their grievances to the Secretary/Administrator with regard to teaching and learning.

9. In consultation with the Principal she makes the appointments of the heads of the Departments.
10. She oversees the functioning of the College, Office, Maintenance Manager, and Information Centre and Printing of Stationery, Magazines, Books, and Diaries. Arrange for the Student Uniform with the consent of the Parents.
11. She is in charge of all Management financial transactions, giving scholarships for the poor, installments, Concessions and any other financial assistance to the students and the staff. She mobilizes resources for the infrastructural and overall development of the institution. She supervises and maintains the properties, both movable and immovable, of the institution.
12. She is the authority to approve leave to the Principal and to appoint the acting Principal in the prolonged or temporary absence of the Principal in consultation with the Vice President (Provincial).
13. As the correspondent of the institution, the Director/Secretary/Administrator represents the Management before all the University and Governmental Authorities, and hence she keeps in touch with the University and Government Educational authorities. She familiarizes herself with all University and Government bodies and keeps a special eye for all University and Government notifications. For this purpose she keeps a close contact with the College office so as to know the University and Government notices and persuade them to respond as early as possible.
14. Secretary/Administrator is responsible for preparing Salary Statement/Remittance of PF, PT & TDS and maintenance of the records
15. Secretary/Administrator is responsible for preparing budgets and reports on finances, and student performance in Add on Programmes and other activities.
16. When addressing problems of inadequate resources, Secretary/Administrator serves as advocate for the building of new structures or the repair of existing ones with due permission as per the policies.
17. Secretary/Administrator supervises building repairs and improvements, and works to make sure that the College has adequate staff for the upcoming College year.
18. The Secretary/Administrator and a Staff in Charge will continue to be involved with students' emotional welfare as well as their academic achievement facing the responsibilities outside the academics. With the help of community organizations, the Coordinator for NSS and Social welfare the Secretary and the Principal have to establish programs to combat the problems.
19. Secretary/Administrator is responsible for maintaining the following and keep them for the review of the Vice-President or the General/Province coordinator for Education at the time of inspection.
 1. Management circulars
 2. College Accounts
 3. Particulars of Students concession/scholarships/freeships
 4. Staff Welfare endeavours (Loan/Medical/Gifts)
 5. Quotations for goods and major expenses
 6. Major Repair and Renovation report
 7. Staff appointment/Relieving orders

8. Staff Acquittance Register
 9. Staff Professional Tax Details with challans
 10. Staff Provident Fund Details with challans
 11. TDS details
 12. Stock Register
 13. Issue Register
 14. Maintenance Register
 15. Staff/Student Grievance register
 16. Staff/Student complaints/suggestions/Feedback
 17. Staff/Students assessment (Semester wise)
 18. College log
 19. Book of Notices
20. Secretary/Administrator will check the following Registers/Documents/Reports time to time so as to enable the Principal to maintain the documents.
1. Students' Admission Register
 2. Staff Particulars Registers
 3. Resumes and interview particulars
 4. Staff Work done Diary
 5. Seminars attended by Staff in other colleges
 6. Seminars conducted for the staff in our college
 7. Staff research endeavours
 8. Leave Register
 9. Papers presented by the staff in various State/National seminars
 10. Student assessment reports.
 11. LIC Reports
 12. Annual Reports on Academic programmes, results, co-curricular activities and extra-curricular activities
 13. Report of Various Committees, Cells & Clubs
 14. Reports of innovative programmes and best practices of the college
 15. Report of the alumni
 16. Students complaints with regard to results and university matters and the measures taken to rectify
 17. Register of students who are not allowed to write the university exams with reasons and with the signatures of the students and parents.
 18. Particulars on the drop-outs with the reasons and the measures taken to persuade them to attend the college
 19. NSS report
 20. Departmental annual plan, budget and the reports of actualized plans
 21. Report on students welfare measures
 22. Evaluation reports on accomplished programmes like Seminars/College Day/Sports Day/Educational Tour/Field trips/ Industrial Visits
 23. Minutes of the Governing Council meetings
 24. Minutes of HoD meetings

25. Minutes of the Staff meetings
26. Minutes of meetings with Office staff
27. College log Book
28. Mentor Register (Teacher-Ward)
29. Campus interviews report and placement register
30. Case study reports of the students
31. Library registers
32. Stock registers (Department wise)
33. University letters/circulars
34. University Result sheets (Year wise)
35. Inward/Outward registers
36. Report on Certificate/Diploma programmes conducted in the college by the staff and outsiders

Other duties and responsibilities of a College Administrator/Secretary shall include the following:

1. Overseeing the day to day administrative management of the College;
2. Managing and developing administrative, non-teaching staff within the college, including performance appraisal, discipline, role clarification and training;
3. Supporting the College and the Council of Heads in the fulfillment of the functions of the College;
4. Assisting in the preparation and the formulation of the College's strategic plans, and the implementation of such plans. Providing input to the plan.
5. Ensuring that records and statistics of the College are accurate and up to date, including financial records and monthly management accounts as required by the Society
6. Creating and ensuring the effective maintenance of a data-management and ICT System
7. Formulating accurate specifications in connection with calls for quotations/tenders for the procurement of services and goods
8. Maintaining regular liaison with other College Administrators
9. Providing on-going practice guidelines, training and support to clerks, including those in the College Administration Team
10. Assuming responsibility for the administration, related to College activities and events, involving collaboration with other Academic sections & Departments
11. Facilitating the sharing of best practices within the College, with respect to the conduct of examinations, admissions and registration of students and the maintenance of student records and other College needs
12. Assuming management responsibility for non-professional personnel, including the provision of staff development initiatives according to the needs of the College
13. Implementing in a timely and effective manner, the Society's Human Resources management strategy and policies;

14. Liaising effectively with the College Ministerial Staff so as to ensure the efficient upkeep and maintenance of the College buildings
15. Monitoring and assisting the production, printing and dissemination of information and publicity material for different Purposes
16. Organising meetings, seminars and training courses according to guidelines, and maintaining records of documents generated by such activities;
17. Ensuring that the College is fully equipped and regularly resourced;
18. Liaising with the University and the Government Departments
19. Formulating minutes of meetings
20. Developing and ensuring on-going maintenance of the College website
21. Collecting the Prepared and disseminated reports from the College Principal
22. Performing other tasks as directed by the Management
23. To develop and maintain health, safety and security policies, strategies and mechanisms which provide a welcoming and safe learning and working environment in the College premises and campus.

c) PRINCIPAL

Aims and Objectives

- To provide leadership and direction in order to ensure that the college continues to succeed in its mission, achieve its strategic aims and objectives and fulfill its responsibilities. Thereby creating an ethos and culture which maximizes the college's potential while providing an inclusive and supportive environment to enable staff to work creatively and effectively. It demands both visionary and an empathetic leadership approach from the Principal in order to equip the college to adapt and succeed a training environment and a lifelong learning.
- To be responsible for the implementation of the policies set and decisions made by the management and for reporting regularly upon their impact and consequences once implementation has been effected.
- To ensure that the college's strategic aims, objectives and targets and implementation systems are congruent with its stated vision and purpose and with its adopted policies, operating principles and regulations.

Principal as Academic Head

1. The Principal is the academic head in the institution. As an academic head Principal is responsible for the day today running of the College and is expected to plan and execute all academic programmes, workshops and certificate courses, guest lectures and look after the activities of various associations. It is the responsibility of the Principal to provide conducive ambience for the intellectual pursuit of staff and students and to play a vital role in motivating and inspiring the academic community towards excellence.
2. We live in a world of quality. It is the responsibility of the Principal to make academic excellence as part of the institution with quality checks and bench marks by working effectively to bring about continuous quality improvement by monitoring the

internal systems making them effective and comprehensive. Principal is expected to work towards accreditation of the College by NAAC and to bring the College under 2b & 12f of the UGC.

3. All the teaching staff will receive orders from the Principal and the Principal is expected to make the teachers accountable to the performance of students in the examinations.
4. Principal will involve in planning for the upcoming year, will draw up the academic calendar and the time table, promote research, coordinates the attendance of staff and students, facilitate co-curricular activities and extension service.
5. He/She is expected to teach 8 hours a week.

Duties towards Students

1. Principal will check on student's attendance and performance and take appropriate measures to improve them.
2. He/She will supervise the Students' Council and monitor all co-curricular and extra-curricular activities.
3. Principal will recommend to the Secretary candidates for scholarships and ensure that the scholarship applications of the concerned students are sent to sanctioning departments - Social welfare department, Backward Classes and minorities department etc.
4. He/she is responsible for all matters pertaining to approval of admissions of students, their discipline and organization of life in the campus.

Duties towards Teachers

1. He/She will hold staff meetings at least once in a month and work out ongoing formation programmes for them.
2. He/she will hold formal meetings with the HODs and other coordinators of various committees at least once in a month and maintain a record.
3. The Principal approves leave to the staff if it is for a day. He/She will direct the staff to the Administrator/Secretary if leave is more than a day. All leave notes have to be submitted to the Secretary.
4. The Principal convenes a meeting before the semester exams with the staff inviting the Vice-President and Secretary/Administrator and education coordinator to evaluate the academic development and to plan for the diploma and certificate programmes, seminars, inter-collegiate competitions, academic and co-curricular activities, educational tours and placement for the next semester and presenting papers at state and National seminars.
5. While handling matters of indiscipline among staff members he or she will keep the Management informed.

Duties toward non-teaching Staff

1. The Principal shall instruct the office staff to maintain the attendance of teaching and non-teaching Staff and mark casual leave with ink before 10 am and 1pm when a staff is on leave.
2. Principal is responsible for preparing the following reports and keep it for the review of the Vice-President or the General/Province coordinator for Education at the time of inspection - Students ' Admission Register, Staff work done diary , report of the year, leave register, Student assessment reports, LIC reports, minutes of the governing council meetings, minutes of staff meetings, College log book, Library registers, Stock registers (department wise), University Result sheets(Year wise) and report on certificate/diploma programmes conducted in the college by the staff and outsiders.
3. Principal is expected to verify the internal marks before signing and submitting to the university, prepare and verify the question paper indent for the semester exams, instruct and monitor the office staff with regard to the university works and update them on the circulars and notifications of the university to complete the works pertaining to the University before time and check whether the works are completed before the stipulated time.
4. He/she will hold meetings with the office staff on every Saturday (for which the Director/Secretary/Administrator will be present) to check and monitor the works undertaken and maintain a record.

Duties towards the Management

1. Secretary of the College is the Chief-Executive of the College. Principal will function under her directions and guidelines. Principal will meet the Secretary at least once a week and keep her informed all the developments in the Institution.
2. For all functions of the college and all visits from the University it is the Secretary that will preside over the functions.
3. Any matters of serious indiscipline among Staff and students should be brought to the notice of the Secretary. All memos to staff members and any suspension or dismissal of students has to be first discussed with the Secretary and can be done only through the Secretary and with her signature.
4. All admissions of students and appointment of Staff to the College are done by the Management. The Management may request the Principal to assist if need be.
5. Principal is the member-secretary of the college Governing Council. It shall be the duty of the member-secretary to summon meetings in accordance with the regulations for the purpose and to record the proceedings of the meeting.
6. The Principal will propose to the Management any plans for infrastructure development and buying of permanent assets and abide by the decision of the Management.

Conclusion: The College has a vision and mission. The Principal is expected to internalize that mission and work with the Management harmoniously to realize the goals and objectives of the Institution.

The following reports and registers are also to be prepared and kept ready in view of NAAC visit:

- Students' Admission Register, Staff particulars registers
- Resumes and interview particulars
- Staff work done diary
- Seminars attended by staff in other colleges
- Seminars conducted for the staff in our college
- Staff research endeavours
- Leave register
- Papers presented by the staff in various state /National seminars
- Student assessment reports
- LIC reports
- Annual reports on Academic programmes, results, co-curricular activities and extra-curricular activities
- Report of various committees, cells and clubs
- Reports of innovative programmes and best practices of the college.
- Report of the alumni
- Students complaints with regard to results and university matters and the measures taken to rectify.
- Register of students who are not allowed to write the university exams with reasons and with the signatures of the students and parents.
- Particulars on the drop-outs with the reasons and the measures taken to persuade them to attend the college.
- NSS report.
- Departmental annual plan, budget and the reports of actualized plans.
- Report on students welfare measures
- Evaluation reports on accomplished programmes like seminars/college day/educational tour/field trips/industrial visits
- Minutes of the governing council meetings
- Minutes of the HOD meetings
- Minutes of staff meetings
- Minutes of office staff meetings
- College log book
- Mentor register(teacher-ward)
- Case study reports of the students
- Campus interviews report and placement register
- Library registers
- Stock registers(department wise)
- University letters/circulars
- University Result sheets (Year wise), Inward/outward registers.

d) HEAD OF THE DEPARTMENTS

- To be accountable to the Principal and the Secretary/Administrator.
- To serve academic information to the management with regard to their leave, participation/presenting papers in National/state seminars in other colleges.
- To submit COE, department workload and timetable before the commencement of semester.
- Substitute classes in case of faculty on leave.
- Coordinate guest lecture, industrial visits, PTM and extension activities.
- Submit department report and maintenance of department records (students and staff).
- To be expected to follow the policies and directives of the college drafted by the management.
- To submit to the management the annual plan and budget for their departmental activities and report on the activities after accomplishment.
- To submit their workload for each semester to the management.

e) LECTURERS (Applicable to Individual Institutions can differ from Institution to Institution)

1. Staff members shall sign the Attendance Register by 8.45 in the morning and 3.30 in the evening (on Saturday after 01.00 p.m.)
2. Each member shall work 40 hours per week on the College campus. The scheme of work distribution is given below

	Activities	Minimum work load for a week
1.	Lectures	16 Hours
2.	Tests / Exams	02 Hours
3.	Tutorials	04 Hours
4.	Preparation for the lectures	10 Hours
5.	Extra-curricular activities	04 Hours
6.	Assisting the Principal and Secretary in Administrative work	04 Hours

3. Members of the staff are forbidden to take private tuitions.
4. During the working hours (i.e. 40 hours per week) the members of the staff are not allowed to take teaching jobs in any other institution.
5. When a staff member is formally engaged in teaching activity, she/he shall be punctual and be physically present in the classroom for the entire duration of time marked in the time table. Any movement out of the campus during duty hours shall be with the permission of the Principal and Secretary.
6. When a staff member is not formally engaged in classroom teaching she/he shall remain in a common place or in the library and be available to students for consultation.
7. Exchange of classes, change of classrooms and class timings is allowed only with the prior permission of the Principal and Secretary.

8. In addition to teaching, every staff member is expected to do the work assigned to her/him by the Principal and Secretary, which is related to the broader goals of education and falls within the vision and objectives specified in the College Documents.
9. All the members of the staff are expected to be present and help in the programmes (College Day , Graduation Day, Sports day, Teachers Day, Fests & Celebrations, Election Days, or any meeting/seminar) organized by the College.
10. **Examination Duty:** The conduct of Examinations – Monthly, Terminal, University and valuation of answer scripts is part of the regular work that is expected of every staff member who is appointed on the staff of the College.
11. Examination invigilation duties may be exchanged or substitution arranged only with the prior permission of the Principal.
12. Members of the staff not assigned invigilation duty and are free, are expected to be present and be available at any time till the close of the examination hours.
13. On days when no regular classes are held, members of the staff are required to be present in the College during duty hours.
14. Students shall not be expelled from class for more than a day. When they are sent out, the Principal and Secretary shall be informed and the student concerned counseled.
15. Attendance shall be taken every hour and marked properly in the classroom.
16. The Attendance Registers should be kept in safe custody and should not be left on the tables of the staff room or any other place accessible to others.
17. Outside of duty hours no staff member may be engaged in any economic activity including teaching, at any place or in any Institution without the prior written approval of the Principal and Secretary.
18. Members of the faculty are not to go into the administrative office. Any personal documentation, however, may be obtained through the Principal/Secretary or from the office Superintendent.

CONCERNING THE DIARY

1. The Teachers Diary shall be maintained by each teacher.
2. The Tutorial work shall also be entered on the respective days as per timetable. The following work could be considered as tutorial work.
 - a) Counseling
 - b) Class Guide work
 - c) Association work
 - d) Special classes
 - e) Remedial classes
3. At the end of each month each teacher shall certify that she / he has taken all the tutorial hours as per timetable.
4. Each teacher will identify 15 to 20 slow learners of his / her class and take responsibility for their better performance and be accountable for it. A record of the progress made shall be kept in a separate book supplied for the purpose.

The diary shall be submitted to the Principal and Secretary at the end of every month to obtain his / her signature.

- All the staff are expected to follow the policies and directives of the college drafted by the management
- Conduct the classes as per the time-table
- Complete the syllabus prescribed by the concerned University well in time.
- Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations
- Co-operate with the Principal in smooth function of mid-term, end Semester and Semester examinations
- To teach the workload prescribed by the University and to maintain diaries and shall be available for students at least 7 hours daily and for 5 hours on Saturday's in the college
- To maintain the attendance of the students of the respective classes.
- To maintain the work done diary
- To maintain mentor's file
- He/She shall conduct the practical classes as prescribed by the University and attend evaluation work of the University Examination which is Mandatory
- To conduct remedial classes as per the norms etc.,
- Teaching, Supervising, involvement in academic and other activities
- To be accountable to the HODs.
- Serve information to the management with regard to their leave, participation/presenting papers in National/State seminars in other colleges.

f) **LIBRARIAN**

- 1) Librarian is the custodian of all the Books and Journals kept in the Library. He is solely responsible for the maintenance of the Library. He issues and receives the Books / Journals, etc. both for the students and faculty.
- 2) Maintain necessary records/registers in the library etc.
- 3) To arrange for annual stock verification of the library books and to send annual stock verification report to the Principal and Secretary/Administrator.
- 4) A library committee monitors the work.
- 5) Submits the department wise budget for the year to the management.

g) **LIBRARY ASSISTANT**

- 1) To assist the Librarian in discharging the duties of the library.
- 2) To discharge the work of the Librarian when the librarian is on leave.
- 3) To discharge the duties assigned by the Principal/Librarian.
- 4) Library work.
- 5) Report to the Librarian.

h) OFFICE SUPERINTENDENT

The Superintendent shall be primarily responsible for the efficiency of his/her section and ensure that all work done is accurate and conform to the rules and procedure.

- 1) He/She shall scrutinize all the papers/files before they are submitted to the Principal/Secretary/higher officers/University.
- 2) The Superintendent shall personally handle all important and complicated cases.
- 3) He/She shall guide his/her subordinates in all respects and make them put up the cases in accordance with the rules.
- 4) He/She shall maintain his/her section neat and clean.
- 5) He/She shall take all steps to maintain order and discipline in the section.
- 6) He/She shall control the movement of officials.
- 7) He/She shall arrange for distribution of work among the other staff in consultation with the Principal/Secretary.
- 8) He/She shall maintain guard file of his/her section.
- 9) He/She shall ensure that all registers, diaries and files are maintained properly by the staff of his/her section.
- 10) He/She shall supervise his/her section and submit reports to the Principal/Secretary.
- 11) He/She shall sign and issue acknowledgement letters.

i) FIRST DIVISION ASSISTANT/SECOND DIVISION ASSISTANT

The First Division Assistant/Second Division Assistant works under the guidance of Superintendent. She/He is responsible for the work entrusted to her/him. Each assistant will be allotted certain subjects to deal with. Her/His duties mainly are as follows.

1. To maintain the Registers & Documents.
2. To examine and put up notes and drafts promptly to the Superintendent after recording the works allotted.
3. To maintain the various registers prescribed under the rules of office procedures.
4. To ensure the notes submitted in the files are neat and tidy and as per rules.
5. To take up the works assigned by the Superintendent.

j) CLERK & TYPIST

The duties of the Clerk & Typist are as follows:

1. To type both on computer neatly and accurately all letters marked to him/her.
2. To take out number of copies required.
3. Stenciling when the number of copies are more than 10 and print copies using the Copier.
4. Typists shall compare fair copies before they are returned to the Superintendent.
5. To maintain the work diary in the prescribed Proforma.
6. Draft shall be typed giving wide margin for effecting necessary corrections.

k) ATTENDER

The duties of the Attender are as follows:

1. Carrying the attendance register from the Office to the departments for marking the attendance.
2. Stitching the files/exam bundles
3. Carrying and distribution of stationery.
4. Arranging of furniture.
5. Keeping the office premises clean.
6. Report to Secretary/Administrator and Principal.

Each member of the Support staff is responsible for the work assigned to them. They are also responsible for all official papers and articles belonging to the Institution, which are entrusted to them.

l) MINISTERIAL STAFF

1. Cleaning the Class rooms and keeping every place neat and tidy.
2. Cleaning the staircase.
3. Arranging the Furniture.
4. Check the availability of Drinking water to the students and staff.
5. Maintaining the Auditorium.
6. Keeping the College premises clean.
7. Report to the Secretary/Administrator.

m) DRIVER

1. Maintenance of the bus, keeping it clean and tidy.
2. Report only to the Secretary of Degree College.
3. Classroom arrangement for exam and should be available for examination related university work.
4. To be available during the college time.
5. Should not have any unnecessary contact with the parents/students.
6. No stops other than pick up points given by the college.
7. Should not use mobile phone while driving.
8. In his absence he has to make alternate arrangement for driver.

(V) POLICIES**a) Appointments**

A selection board consisting of the vice-president or her delegate, The Education Coordinator of the society, the Secretary/Administrator, the Principal, the Head of Department and a subject expert shall interview candidates short-listed from applicants for a given vacancy and propose to the management a list of names in the order of merit from which the appointment shall be made. The vice-president shall issue the letter of appointment. The Principal if a St. Anne's sister, is empowered to appoint part-time and temporary staff only, and intimate the vice-president. A Principal (laywoman/man) may not appoint any staff member or issue any letter of appointment. In such case the Secretary/Administrator will appoint and intimate the same to the Vice-President.

- All staff appointed for the first time shall have a Contract period of one/two years, which may be extended to a further period of one year. Completion of the Contract period, however shall not automatically entitle any appointment as Tenure staff.
- The appointment as Tenure staff be made, on successful completion of the probation period based on a thorough self-valuation, evaluation by the students and a committee of the management. The management shall upon assessing the evaluation reports, be the sole authority to judge whether the probation in any given case has been successfully completed or not.
- On successful completion of the probation period, a staff shall be appointed for a continuous period of five years. The management shall normally extend the first tenure of five years for further periods of five years at a time so long as the management finds the performance of the staff member satisfactory. The extension of tenure shall be at the sole discretion of the management and no staff claims it as a matter of right.
- The Tenure staff shall execute an agreement in favour of the institution, endorsing the basic philosophy of the institution, and undertaking to observe the conditions of service and regulations enacted by the management.
- A higher post shall be determined on the basis of merit, Qualification, quality of service, loyalty, conduct, efficiency, ability, and health, nature of the job, seniority and the individual's suitability for the job.

- If persons of requested qualification are not available in the Society, a temporary appointment may be made to carry on the work of the institution till such time when either a qualified hand is obtained or as the management so wishes. If an untrained/unqualified person is appointed, he/she will be required to complete his/her training within a period of two years of the appointment to that post.

(b) Termination

It may be noted that the service of a probationer may be terminated at any time without assigning a reason what so ever during the probationary period, with one month's notice or one month's salary in lieu thereof. Likewise for sufficient reasons solely at the discretion of the management, the services of the Tenure teachers can be terminated at any time but with the notice of three months' or three months' salary in lieu thereof.

- Termination of service by the management of tenure staff is permitted for reasons like reduction in strength or closure of departments, or when the staff member is found to be inefficient or indisciplined, or is in any way liable to bring down the reputation of the college.
- After giving three months' notice or pay in lieu thereof, no such Notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with these Rules.
- After giving three months' notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the Governing Body. In case of medical unfitness, the opinion of the Medical Board as decided by the Governing Body shall be obtained.
- The services of a probationer may be terminated by giving one month notice or salary in lieu thereof.
- The Governing Body may curtail or waive the notice period or payment in lieu thereof in appropriate cases at its discretion if requested by the employee.
- The Governing Body may, at any time in the event of a natural calamity, a fire, catastrophe, epidemic, civil commotion, strike, or any other causes beyond its control, close down sections or courses of the college, wholly or partially for a specific period without notice. In such event, the Governing Body may terminate the services of an employee even after She/he is confirmed. In such cases the employee shall be paid all her/his legitimate dues such as PF, gratuity, etc. In the event of retrenchment for

reasons beyond the control and contemplation, of the management due to abolition of a subject, class, section, department, the services of employee can be retrenched after giving such an employee three months' notice or three months' salary as compensation in lieu of notice.

- Every employee shall be required to produce the following certificates on appointment:
 - ✓ A certificate of fitness from a registered medical practitioner, approved by the college.
 - ✓ Two certificates from educationists or respectable members of the society not related to the candidates, certifying the character and conduct which will satisfy the college authorities.
 - ✓ Original degree/diploma certificates with attested photo copies thereof. (Original certificates will be returned within three months after verification)

(c) RESIGNATION

When an employee tenders resignation to the post held by her/ him, the following points shall be verified before accepting the resignation.

- Whether the resignation is not in the middle of the academic session prescribed by Affiliating University/Council/Board.
- Whether the three months' notice or salary equivalent to the notice period has been paid.
- If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be refunded.
- Whether dues or no dues certificate has been obtained from different Department / Section of the Institution.
- If the above conditions are fulfilled, the Secretary/Head of the Institution shall forward the resignation letter to the Vice-President of the Governing Body with suitable opinion / remarks for orders / acceptance. The Management has right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.
- After receiving the orders / acceptance, the same shall be communicated to the employee by Secretary/Head of the Institution concerned.

- The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.
- The Vice-President of the Governing Body shall be the Competent Authority to accept the resignation of all employees.
- The Vice-President of the Governing Body may decline to accept resignation of an employee against whom the disciplinary proceedings are pending. However, while processing resignation of such employee, the Vice-President of the Governing Body shall keep in view the nature of charges leveled against the employee for whom the disciplinary proceedings are pending and the likely punishment the employee may be imposed in the event charges are established. If the disciplinary proceedings are unlikely to culminate in discharge or dismissal or termination of the employee from service, the Vice-President of the Governing Body may consider accepting the resignation.

(d) LEAVE RULES AND PROCEDURES

Leave means authorized absence from duty. Leave cannot be claimed as a matter of right. It is granted if there is availability of leave to the credit of the employee. The following are to be kept in mind.

- When exigencies of service demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- Leave, excepting weekly off and public holidays, should always be applied for and sanctioned before it is availed of except in case of emergency in which case a leave application must follow immediately, as a rule. In order to avoid inconvenience, an employee who desires to obtain leave of absence shall apply in writing to the Principal in advance.
- Leave ordinarily begins and ends on the dates for which it is sanctioned.
- If an employee, after proceeding on leave, desires an extension thereof, she/he shall, before the expiry of the leave originally granted to her/him, make an application in writing giving sufficient time to the Principal to respond. The latter shall send to the employee a reply either granting or refusing the extension of leave to her/his leave address. Every employee, going out of station on leave, shall furnish in her/his leave application the address of her/his outstation.

- An application for medical leave should be supported by a medical certificate from a registered qualified medical practitioner or the medical officer nominated by the management. In case an employee refuses to do so, she/ he will be considered absent.
- In case an employee remains absent from duty on the pretext of being sick, the management may direct the employee to report to the institution immediately and get herself/himself examined by a doctor designated for the purpose. Its cost shall be borne by the management.
- Leave is not deemed to have been granted unless sanction is given. An employee absenting herself/himself when leave is not granted will be marked absent and will not earn wages for the period of her/his absence. Further, she/he renders herself/himself liable to disciplinary action or other consequences under the service rules including abandonment of employment.
- An employee, who has been granted leave on medical grounds, is required before resuming duty to produce a medical fitness certificate from a registered qualified medical practitioner.
- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- An employee who is detained in custody for more than 48 hours, whether on a criminal charge or otherwise, or is undergoing imprisonment, shall be deemed to be suspended from service and if she/he does not report back within a month, it will be presumed that she/he has abandoned the employment/service.
- An employee is eligible for all Sundays, public and college holidays notified in the college calendar unless otherwise shifted, on the understanding that the employee is bound to come to college on a holiday to attend a meeting or for any other specific purpose when so required by the head of the institution.

(i) Casual Leave

- Casual leave is initially meant for a short period of absence necessitated by sudden and unforeseen urgent work.
- No employee has the right to grant of casual leave. The secretary/Principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the institution.

- No employee may, except in unavoidable circumstances like sudden illness, avail herself/himself of casual leave, unless it has been sanctioned by the secretary/Principal.
- Casual leave admissible is 12 days in an academic year (which includes 2 restricted holidays).
- Casual leave may be granted not more than 3 days at a time.
- A temporary teacher is eligible for one day casual leave per month after 3 months of joining duty.
- Casual leave shall not be carried forward or accumulated.
- It is permissible to enjoy a half day's casual leave if the period of absence is half or less than half a period of a working-day.
- Absence on any day observed by the college as a half-working day is not to be treated as a half day's leave but casual leave for a full day.
- Late arrival and early departure for personal purposes is considered as one day of absence.

(ii) Medical Leave

- A permanent staff member may be granted seven days medical leave with full pay on medical grounds for each academic year of service provided it is supported by a medical certificate by a qualified registered medical practitioner that must satisfy the college authorities.
- Certificate of fitness must also be produced at the time of resuming the duty. The college authorities retain the right to appoint a registered medical practitioner to examine such an employee.
- Medical leave cannot be accumulated.
- For computation of medical leave all intervening Sundays and holidays shall be counted.

(iii) Maternity Leave

Notice of maternity leave should be given at least one month prior to the leave.

- A married female employee is eligible for maternity leave up to 6 weeks prior to the delivery and 6 weeks after the delivery. During that period she shall be paid

Rs.10000/- or leave-salary according to the pay drawn immediately before proceeding on leave.

- In calculating 3 months, calendar months are taken into account and all holidays and leave occurring in those months shall be included.
- The maternity leave cannot be granted more than once in whole of service period.

(iv) Leave without Pay

- For absence exceeding the permitted leave, salary will be deducted at the End of every month. (It may differ from institution to institution)
- The maximum period of the special leave is six months.
- No salary of any kind is admissible for this period of leave.
- Such leave does not count for an increment after joining duty.

(v) Examination Leave

Examination leave without pay may be granted to a confirmed teacher for the full period of the examination provided:

- The examination meets the needs of the college.
- The examination is conducted by a competent authority.
- The total period of leave from its commencement does not exceed 10 days.

(e) Provident Fund

All employees after completion of the probationary period (2/3 years) shall subscribe to the provident fund scheme at a rate stipulated by the Employees 'Provident Fund and Miscellaneous Provision Act of 1952.

(f) Discharge

Every tenure staff shall retire from the service of the college on completion of 60 years of age, or at the end of that academic year if the management permits. Extension as special staff may be granted for 12 months at a time thereafter, at a consolidated honorarium

(g) No work No Pay

In all cases of absence from duty without leave or permission or where an employee fails to discharge her/his duties, the principle of 'no work no pay' shall apply. It leads to dismissal if it exceeds 15 days.

(h) Complaints, Grievances & Procedure for its redressal

A. (i) A grievance means a controversy between an employee and employees on one hand and the management and employees on the other hand in respect of wages, payment, transfer, leave, promotion, working – conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.

(ii) Whatever the type of grievance may be, in the interest of the students, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavour shall also be that the grievance is settled at the point of its origin.

The formal procedure for the settlement of the grievance would be as follows:

(a) That the employee shall first take up his grievance in writing with the Principal. The Principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 3 days.

(b) In case the employee is not satisfied with the reply given by the Principal and if he/she so desires, he/she may submit his grievance to the Secretary/managing committee who would try to settle it as early as possible.

(c) The managing committee would take a decision in the matter and the same will be conveyed to the employee.

(k) Service of Notice

(i) A matter required to be notified under these rules and any notice by the management to the employee in the College shall be displayed on the noticeboard. When so displayed, such matter or notices shall be deemed to have been communicated to all the employees.

(ii) A notice or letter of communication intended for an employee may be delivered to her/him personally in the premises of the college and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of

communication a second time, provided a copy thereof shall be exhibited on the notice board, will also render the employee liable to disciplinary action.

(iii) In the case of an employee who is absent or on leave, any intended notice or letter of communication shall be sent to her/him by registered post-with acknowledgement-due to the said address of the employee shall be deemed to have been served on her/him. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or communication is also sent under certificate of posting. It shall be deemed to have been served.

(iv) A matter required to be notified under the rules and a notice or communication by the Secretary/Principal to the employee will be in English.

(I) Disciplinary action: Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless work.
4. Obtaining leave or attempting to obtain leave on false pretenses.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the Secretary/Principal.
6. Borrowing or lending money on the college premises.
7. Improper or discourteous behavior towards others, shouting, loud talking or making a nuisance and noise on the college premises.
8. Failure to report a disease, an employee may have which may endanger others.
9. Using institutional facilities unauthorized for personal gain.

10. Sleeping while on duty.
11. Neglect of duties assigned to the employees.
12. Entering a section or department except for purposes of assigned duties.
13. Late coming or absence of a habitual nature.
14. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
15. Engaging in private work or trade within the college premises or engaging in the same or a different profession outside the college without the written permission of the Secretary.
16. Failure to report at once to Secretary any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others.
17. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.
18. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
19. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
20. Failure to report the loss of tools or materials entrusted to her/him in the performance of duties or failure to account for the same.
21. Using indecent language or making false allegations against co employees or others, speaking in an abusive manner to superiors or others.
22. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a Secretary, or instigating others to insubordination or disobedience.
23. Refusal to accept or obey an order of transfer from one job to another or from one department of the institution to another or other institution of society.
24. Furnishing false or incorrect information or withholding relevant or pertinent information at the time of appointment or any other time.
25. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the Secretary.
26. Unauthorised use of the name, address, telephone or any other description of the institution.

27. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
28. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
29. Disclosing to an unauthorized person/University, without written permission of the Secretary, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.
30. Gambling within the premises of institution.
31. Bringing liquor or other intoxicants, including addictive/drugs to the school/college, consuming intoxicants in school/college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises of institution or inside the premises, where such behaviour is connected with employment.
32. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the institution or persons.
33. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets within the premises for a purpose or reason without prior permission of the Principal.
34. Creating disturbance or nuisance inside or in the immediate neighbourhood of the premises including its residential sector by fighting, abusing, threatening to assault other employee/s, other riotous or disorderly behaviour.
35. An act subversive of discipline or good behaviour in the premises or outside the premises if it affects the discipline or administration or reputation of the institution or has a bearing on the smooth and efficient working of the institution.
36. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties.
37. Erection, inscription, exhibition of a matter whatever at any corner of the property of the institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the institution.
38. Unauthorized removal from or affixing of notice on the notice-board or any other place in the institution or its premises.
39. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the Secretary.

40. Organising, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighbourhood without prior permission of the Secretary.
41. Preaching of or inciting disaffection or violence in relation to matters and people concerning the institution.
42. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 metres from the boundary of the school/college premises.
43. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
44. Delay in the performance of work or go slow in work or instigating thereof.
45. Gearing or surrounding or forcibly detaining the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.
46. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution.
47. Willful damage to work-in-progress or to the property of the institution.
48. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
49. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the institution offence punishable under the Indian Penal Code whether committed inside or outside the institution or conviction by a court of law for a criminal offence involving moral turpitude.
50. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside the premises.
51. Habitual breach of a standing order, service rule or any other regulations in force in the institution.
52. Commission of any act subversive of discipline or good behaviour.
53. Taking private tuitions without the permission of the administrative head of the institution or running coaching classes.

(m) Penalties for Minor Misconduct

1. Censure
2. Withholding an increment or promotion to the next higher grade.
3. With holding of annual increment including stoppage at an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the institution due to negligences, by breach of orders on her/his part, being considered for future employment in any capacity in the institution.

(n) Penalties for Major Misconduct

1. Suspension without pay and allowance.
2. Reduction to a lower post or grade or to a lower pay scale.
3. Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the institution.
4. Dismissal from service, which debar the employee from future employment in any capacity in the institution.

The following shall not amount to penalty within the meaning of the rule.

1. Stoppage at the efficiency bar on grounds of unfitness to cross the bar.
2. Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
3. Replacement of a lecturer/Principal, who was not qualified on the day of her/his appointment by a qualified one.
4. Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave or suspension.
5. Compulsory retirement at an age below the prescribed age for normal retirement.

(o) Suspension

The Secretary/head of the institution may place in employee under suspension pending further action in the following cases where in.

1. Disciplinary proceedings against her/ him are contemplated or pending.
2. A case against her/ him in respect of a criminal offence is under investigation or trial.

3. She/he is charged with embezzlement
4. She/he is charged with cruelty to a student or an employee of the college.
5. She/he is charged with misbehaviour towards a parent, guardian, student, or employee of the college.
6. She/he is charged with a breach of code of major minor misconduct.

(p) Retirement

- a) Every employee shall retire from service on attaining the age of 60 years. The governing body may grant extension at its discretion, provided the employee is fit for such an extension and has no mental or physical incapacity which disqualifies her/him from such an extension. The extended period will not be treated as continuity in service.
- b) After attaining superannuation, if an employee is granted extension, she/he will get the pay plus other allowances admissible thereon, as prescribed by the governing body. The extension in service will be sanctioned every academic year at the discretion of the governing body.

(q) Hours of work & holidays.

1. All employees are required to work for a minimum of six days a week and 8 hours a day.
2. Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
3. The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.
4. Working hours will vary in different Institutions /departments /Colleges/. Besides, an employee may be required to work beyond her/his working hours if the exigencies of work so demand, and such instructions at institutions etc. shall be complied with.
5. All employees shall be: required to attend to any emergency or other urgent duties outside their regular hours of work including on Sundays and holidays if required. They shall not be entitled to any extra remuneration for such work except to compensatory Time off at the management's discretion and convenience.
6. Subject to provisions of rules 4 and 5 above, all employees will be required to work six days a week and eight hours a day exclusive of rest interval or time for meals.