

LOYOLA ACADEMY

Degree & PG College
Autonomous and affiliated to Osmania University



CODE OF CONDUCT GOVERNANCE / STAFF RULES

Alwal, Secunderabad, Telangana 500010
040-27862363, 27860077 / lacademyinformation@yahoo.in
Website : www.loyolaacademyugpg.ac.in

FOREWORD

Loyola is known for its academic excellence and Loyalty towards their stakeholders. It aims at the success which means a progressive realization of every student who enters the portals of Loyola. Loyola inspires its students with Academic excellence through value-based education and imparts integral formation by giving training in social responsibility and spiritual consciousness. It creates quest for knowledge and capacity building of individuals to cater to the needs of oneself, society and the nation at large. It helps the student to be responsible, disciplined and task oriented while training the student.

Loyola trains their students with good discipline in all their formative years. They are trained during the orientations on how to reach their unreachable goals by practicing the discipline in their personal and social life. They are educated with the rules and regulation of the college as part of their progressive realization. The code of conduct is a manual which helps the students and the staff to transform themselves to a newer reality and where they can establish a peaceful and coexisting society.

GUIDELINES FOR STUDENTS

Discipline and Punctuality

- Students are expected to be 15 minutes before the 1st bell in the college and punctual in attending all the classes, especially the first hour in the morning and the fourth hour in the afternoon.
- Attendance is taken at the beginning of each hour. Students are expected to take their seats before the lecturer enters the class and maintain absolute silence.
- Late comers shall not enter the class and are directed to enter the library for the rest of the hour/period and attend the next hour/period.

Class Room Conduct

- Students are discouraged to go to the canteen during the college hours or loitering in the campus during the class hours.
- They are expected to attend every class and maintain at least 95% of attendance during the semester and are expected to exhibit good academic record all throughout the academic year.
- They shall be active and attentive during the class hours.
- Academic excellence is the hallmark of Loyola and each student try to secure minimum 80% in each exam/s conducted by the college.
- Students are expected to speak only English in the class and the campus.
- Students shall maintain their dress code as per the norms of the college.
- Students are encouraged to actively participate in all the activities conducted by the department or the college.
- They shall not indulge in creating any groupism based on class, creed, caste, class in the class or in the campus etc.

Code of Behavior and Campus Culture:

- Use English as a medium of communication
- The Government and the University have issued detailed instructions with regard to the banning of any sort of RAGGING on the College campus by any student. LOYOLA ACADEMY, right from the beginning, has enforced this ban on ragging or any type of intimidation with severe sanctions attached. Instant dismissal is the usual punishment for any offender in this regard.
- Smoking, drinking or taking drugs on the College campus are strictly forbidden. Any violation of this rule will be viewed very seriously and appropriate penal action will be taken against the offender/s. Any student found drunk inside the campus at any time of the day or night, will be dismissed from the college.
- No one should spoil the name of the staff or the officials or the institution or fellow students on the social network websites such as Face Book, Whatsapp, Twitter, Viber, Orkut etc. If any one does so, legal action will be taken against the culprit based on cyber laws.
- Students should not get involved in politics and hold membership in political student unions.

- By order of the Supreme Court, the students are prohibited from using their mobile phones on the campus. No student is permitted to use any electronic gadgets like MP3, IPOD, etc on the campus.
- All vehicles (Scooters, Motorbikes, Mopeds, Cycles, etc..) should be parked only in the parking lot near the main gate. Pleasure riding on the campus is strictly forbidden.

Malpractice During Examination:

- Indulging in any malpractice or devoiding the rules & regulations of examinations will amount to serious consequences/cancellation of the papers during examinations

Do's:

- Respect yourself and carry yourself with dignity. Be gentle and pleasant with fellow students. Be well-mannered towards all.
- Greet the staff with a smile, Treat one another with reverence. Get constant guidance from your Mentors.
- Respect lawful Authority: Management and Staff, Parents and Civil Authority.
- Wear your Identity Card in the campus at all times. Loss of Identity Card should be reported to the college authorities immediately. Bring the hand book daily to the College.
- Be regular and punctual to all the classes and labs. Be seated in your classroom immediately after the first bell both in the morning and the afternoon sessions.
- Inculcate the habit of exercising and playing any particular indoor or outdoor game every day after the College hours.
- Be studious in your studies and work hard to fulfill your dreams. Clarify your doubts that very day from your lecturers/friends before you leave the campus.
- Maintain an absolute, attentive silence in the classroom/lab during class hours, except when you ask some intelligent questions!
- Form like minded groups among yourselves to discuss, read or clarify doubts during your spare time.
- Take care of your own belongings. Hand over lost articles to the Principal/Vice principal.
- Park your vehicles only in the place allotted for the purpose.
- Save water and electricity. Close taps after using them. When you leave the classrooms or labs, switch off lights and fans.
- Keep the classroom and the college campus clean.
- Make Loyola Academy Campus an Eco-friendly one.
- Be noble in your dealings and help others in their need.
- Maintain punctuality and regularity.
- Use the garbage disposal bins for papers or plastic containers.

Class leaders:

Class Leaders are appointed by the college authorities (Principal/Vice Principal) through HOD.

- They are the immediate representatives of the class teacher and the rest of the lecturers.
- They are responsible for the class infrastructure.

- They shall take the responsibility of maintaining the discipline in the class during the absence of the class lecturer.
- They shall notify the students to the class teacher who are regularly irregular to the class.
- They shall bring to the notice of the class teacher of any kind of misbehavior/ disobedience/willful negligence of duties of any student in the class.
- They represent the class for major activities that take place in the college.
- They shall take care of every furniture of the class and if any damage or repair should bring to the notice of the class teacher/ principal/ vice principal.
- They are entrusted to notify whether the syllabus is progressed as per the time schedule.
- They shall spot out any delinquent/erring student in the class and bring to the notice of the authorities.
- Students shall maintain the attendance 95% minimum in each semester.
- Academic excellence is the hallmark of Loyola and each student try to secure minimum 80% in each exam conducted by the college.
- Medium of language is English. Class leaders shall make sure that each student speaks only English in the campus.
- They shall also make sure that each student maintains their dress code as per the norms of the college.
- If any student involved in fighting or disobedience or drinking or smoking or theft or teasing, ragging should be reported to the notice of the authorities.
- They shall encourage their class mates to participate in academic activities, sports, games, extracurricular activities in large numbers.
- They shall motivate to participate in resonance or any other fests in big numbers and compete to excel in the competitions.
- They shall motivate their class mates to participate in different workshops, seminars, extempore, speeches, elocution debate, quiz etc.
- They shall not indulge in power or politics in and outside the college campus.
- They shall not indulge in creating any groupism based on class, creed, caste, class etc.
- They shall be role models to the rest of the class.
- They shall be exhibiting good academic records all throughout the academic year.
- The class leaders can be removed at any time if their conduct or behavior or performance and responsibility is not up to the mark.

Student Council Members:

Student council members are elected by the authorities (Principal/Vice Principal) based on their performance, availability, integrity and conduct in their previous year/ s of stay in the college.

- They shall be the role models in the college in practicing discipline and in academic performance.

- They shall help the Vice-Principal and the staff in organizing orientations, cultural fests like Resonance, College day, Sports day, seminars, Talent tests etc.
- They shall have the attitude of servant leadership qualities.
- They shall use creative knowledge in visualizing and adopting new trends, for the better growth of the college.
- They shall cooperate and coordinate with the staff in conducting all the extracurricular and co-curricular activities in the college.
- They shall plan for innovative programmes like common clubs, seminars and workshops to be conducted in the college.
- They shall bring in a lot of new ideas to accomplish the goal of each student.
- They shall foresee, plan and organize the events with the best of their capabilities.
- In organizing any event or programme they shall seek the support and guidance of their Dean/s, HOD/s, staff members, appointed for that particular event.
- When students participate in any extracurricular activities or academic activities during the college hours they are obliged to get on duty attendance. The attendance sheet should be duly signed by the organizing staff or the concerned staff incharge.
- They shouldn't indulge in any power or politics in serving the college.
- If any student involved in fighting or disobedience or drinking or smoking or theft or teasing/ Ragging should be reported to the concerned authorities.
- They should exhibit good academic records all throughout the academic year.
- They shall never indulge in creating any groupism based on class, creed, caste, class etc. in the campus.

They shall notify the authorities (Principal/Vice Principal/ HOD) if any untoward things that take place amidst the students or in the college campus.

Misconduct

- Any act subversive of discipline or good behavior on the premises or outside the premises, if it affects the discipline or administration of the College/Hostel or has a bearing on their smooth and efficient working, or their reputation.
- Organizing, holding, attending or taking part in any meeting, exhibition, sticking or distributing any handbills, notices, leaflets, booklets, pamphlets or posters on the premises without prior written permission of the management.
- Holding a meeting without permission, staging or participating in demonstration, shouting, coercing others to join in group action within the premises or its immediate vicinity.
- Participating in any illegal strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike on the campus or / and within the radius of 100mts of the premises of the Institution.
- Squatting or remaining within the premises with a view to intimidate or coerce or threaten the management or its officials or staff.
- Engaging in any act or conduct within the premises which is likely to endanger the life or safety of any management, superior, co-staff, students, visitors or others.

Dress Code

- Students should wear formal dress to attend classes in the college.
- Wearing of casual dresses like collarless T-Shirts, collared T-Shirts with images or words on them, sleeveless tops, short skirts and tight pants must be avoided.
- For boys, wearing ear rings/chin/nose studs/ hand bracelets / long hair are strictly prohibited.
- Any kind of sleeveless top/shirt is not allowed.
- For girls, wearing skirts should be well below the knee length.
- Loud hair colours and extreme hair styles for boys and girls are strictly prohibited.
- Any alphabets/letters/captions written either on the dress/sweaters or on college bags should be avoided.

Student ID Cards

- Students shall wear their identity cards while they are on the campus. It is used to identify the student to borrow books from the library, attending college functions, writing examinations, collecting certificates etc.
- The ID card must not be passed on to any person for their use.
- If the ID card is lost, the Vice Principal should be informed immediately and a new ID card is issued on prescribed payment in the bank.

Leave of Absence

- Those who refrain from class/es for some valid reasons should submit a LEAVE LETTER duly signed by their parent/warden, preferably before they avail their leave or as soon as they return to attend classes. Due permission must be obtained from either Fr. Principal / Fr. Vice-Principal / Block-in-charge before they attend class.
- In case of a medical problem, a medical certificate signed by a registered medical practitioner with the **registration number** has to be submitted immediately after the student recovers and returns to the college.

General Rules of Library

- To borrow books from the Library, an application must be made prior to borrowing books from the issue counters.
- Books will be issued only on presentation of the identity card of the student on which his/her photograph and signature has been attested.
- Borrowing on other's identity cards is not allowed and their Library membership will be cancelled if found guilty of the same.
- No one is allowed to sub-lend the library books which he/she has borrowed.
- For 1st & 2nd students, a maximum of three books and for the final year students, a maximum of four books at a time will be allowed.
- The borrower will be held responsible for loss, exchange or damage done to the books which he/she has to replace the new and latest book of that title, after reporting to the Librarian.
- The borrower should not mark with pencil or pen on the pages of the book. Before leaving the Library – counter, the student must carefully check the books issued to him/her. If any damage is noticed, it must report to the Librarian at once, the student be held responsible for it later.
- The loss of a Library book should be immediately reported to the Librarian.

- Books must be returned to the Library on or before the due date stamped on them. If not, an over-due charge of 2 Rs. Per day will be collected from the defaulter.
- No books will be issued to those who have not cleared their over-due charges in full.
- The Library hours are 8.30 a.m. to 5 p.m.
- Surveillance Cameras are installed in the Library as a security measure.
- Strict silence is maintained in the Library and the Reading Room.

Parent Teacher Interaction:

- Parents are encouraged to interact with the faculty regularly regarding their ward's attendance, performance or any other related issue.

Suggestions / Complaints:

- Students can drop their suggestions / complaints about any aspect of the college, in the complaint box placed next to the Principal's office with their name and roll number. Strict confidentiality will be maintained and their identity will not be disclosed.

Roles, Norms and Guidelines for the Jesuits in Higher Education Institutions

CONTENT

I	ROLE OF THE JESUIT COMMUNITY	II GENERAL ADMINISTRATION
III	CHAIRMAN, VICE-CHAIRMAN & LEVELS OF DECESSION MAKING	VI
	ROLE OF THE GOVERNING BODY	
V	THE SUPERIOR	
VI	THE CORRESPONDENT	
VII	FINANCIAL ADMINISTRATION	VIII TREASURER

I. ROLE OF THE JESUIT COMMUNITY

Jesuits have been engaged in university teaching, research and scholarly publication almost since the foundation of the Society (GC 34: 404).

1. Our Educational Mission is entrusted to the entire apostolic community. Hence every member of the community has a shared responsibility with regard to the functioning of the institution and happily exercises that responsibility.
2. Since our communities are apostolic, the members need to be clear about the mission of the Society and its concrete expression in the Province and raise above personal interests that run counter to the mission of the Society.
3. A Jesuit, being a member of an academic community, has an obligation to collaborate with the Director of work (Principal) and follow their directives on the apostolic task faithfully and cheerfully.
4. We believe in the Divine providence. We extend fullest cooperation to the Superior and Director of work. We are sent to work and labor together as one team under the leadership of the Superior.
5. In their shared responsibility, Jesuits working under a Director have the right and duty to represent to the Director or to the Superior any matter they consider important regarding the

work, for collective discernment or discussion. The Superior and the Director of work need to be open to such suggestions as the advice of their brother Jesuits and be ready to receive their help.

6. Anything of importance must be discussed among the teaching Jesuits/community before implementation.
7. Even when only some members of the Jesuit community are directly involved in an Apostolate, as far as possible the whole community is informed about the major events and changes in the apostolic work thus enabling the entire community to participate in the apostolic work.
8. (Jesuits who are sent to the higher education field should get equipped with the knowledge of the higher educational Institutions and they be the role models to the stake holders in imparting knowledge and values.
9. Every Jesuit who aspires to work in the higher education field should acquire qualified degrees as per the government norms.)

II. THE GENERAL ADMINISTRATION

1. The Board of Management consists of all the members of the Jesuit Community of the college. The House Consult which is the standing committee of the Board of Management has an important role to play in the college administration. More than the monthly meetings and the supply of regular information from the college, the Jesuit Community gives the mandate to the different officials and evaluates their performance. Concrete steps are taken in this direction and the initiative comes from the officials themselves to involve the Jesuit Community in the process of administration.
2. Along with the submission of audited statements of accounts, wherever possible open and frank exchange of information and involvement of the Jesuit Community in the process of financial administration are done in order to make it a common and united endeavour.
3. The appointment of the Management non-teaching staff is decided in the House Consult. Since they do not get the Government salary, the Andhra Jesuit Province Domestic Employees Regulation is to be followed regarding their salary and service conditions. The sanction of the House Consult is needed before making them permanent.
4. The number of the Management Staff, both teaching and non-teaching, is limited as much as

possible, since their salaries are not paid by the Government. While the academic needs of the college may require such appointments, care is to be taken not only to limit their number, but also to tap financial sources other than the Management funds. The house consult should pay the way to pay the EPF and gratuity to the non-teaching staff.

III. CHAIRMAN & VICE CHAIRMAN & LEVELS OF DECISION MAKING

A) Chairman (PROVINCIAL):

- a) He shall preside over all the meetings of the Governing Body and General Body. Any ruling given by him at such meetings shall be final.
- b) He shall be the authority to issue any statement in the name of the Society.
- c) He shall have the power to appoint members of the society.
- d) He shall have an overall control over the administration of the Society.
- e) He may delegate his powers to the Vice-Chairman whenever necessary.

B) Vice – Chairman (SUPERIOR/ RECTOR):

- a) He shall act as Chairman during the absence of the Chairman and shall exercise during such period all powers of the Chairman.
- b) He shall also exercise the power the Chairman has delegated to him.
- c) He shall issue the appointment orders through the correspondent of both the teaching and non-teaching staff of the Jesuit institutions.
- d) He shall be a motivating and guiding force in taking the higher education institution to full fill its aims and goals.
- e) He shall be animating the Jesuit community to full fill the responsibility laid on the Jesuit community.

Levels of Decision Making

With regard to a Jesuit Institution, there are two levels of decision-making:

- i) At the Province level by the Provincial assisted by his Consult.
- ii) At the local level, by the local Superior assisted by his Consult.

a. Decision Making at the Province Level:

- Appointment of Jesuit personnel to the institutions.

- Starting of new Degree, Diploma, PG, Professional courses.
- Planning and construction of new buildings or expansion of existing ones in accordance with the Society's guidelines.
- The use of surplus income of institutions.
- Appointment of review committees to look into grievances referred to him.
- Training of Jesuits & Travel abroad of Jesuit personnel working in institutions.

b. Decision Making at the Local Level:

1. The registered society of the institution consisting of all Jesuits working in it is the Managing Board. The Superior assisted by his Consult which is the standing committee of the Managing Board decides on the following:
2. Allocation of work to the Jesuit personnel appointed by the Provincial to the institution. When Jesuits are assigned to different offices, the Director of work concerned is consulted.
3. The limit of expenditure is **Rs.5 lakhs** for the local Superior.
4. In emergency situations and on issues where there are serious differences of views between the Director and the Jesuit staff, the superior acts a mediator to settle the issues amicably if needed be try to diffuse the situation after consulting in the house consult.
5. The Director (Principal/Correspondent) together with the Superior and the Jesuit academic staff decide on the following:: The promotion of staff, headship, non-teaching staff, Disciplinary action against the errant staff, Raising of funds for specific purposes etc.
6. The Governing Body is constituted by the Managing Board. While constituting the Governing Body, the UGC stipulation regarding its basic constitution is to be adhered to. But a sufficient number of Jesuits are to be inducted into the Governing body to ensure that the Jesuit and minority character of the institution is preserved.
7. The following matters have to be referred to the Governing Body: Appointment and promotion of staff, Extraordinary disciplinary action against errant staff members and students, The examination results of students at the end of each semester, The future expansion of the institution by starting of new courses, putting up of new buildings with UGC grants, Audited annual statement of accounts.
8. The Governing Body meets at least twice a year. The Provincial as Chairman, or in his absence the Local Superior as Vice-Chairman, presides over the meetings. In what concerns the deliberations of the Governing Body, the presiding officer makes it clear to the

whether he is referring to a matter for discussion and making recommendations or for ratification and approval. Apart from routine business matters, any serious matter coming up before the Governing Body needs to be discussed among the Jesuits involved in the apostolic work.

9. Ideas may also come from other advisory bodies like the admission committee,
10. Finance committee, appeals and grievance committee, sports committee, staff council, alumni association, etc. It is desirable that these bodies are encouraged and consulted whenever possible.
11. With an increase in the number of consultative bodies the Superior has to interpret the Society's Mission in today's world and promote unity in decision-making.

IV FUNCTIONS OF GOVERNING BODY:

1. The management of the Society shall vest in the hands of the Governing Body.
2. It shall exercise the power of admission of members in the Society.
3. It shall sanction creation of new centers for expanding the activities of the institution.
4. It shall be responsible for the fulfillment of the objects of the Society and obtain funds, articles, equipment, etc. to implement them.
5. It shall acquire movable or immovable properties or purchase borrowing money from any Bank and erect buildings in furtherance of the objects of the Society.
6. It shall invest and dispose of the assets of the Society in the best interests of the Society.
7. It shall negotiate with and enter into agreements with donor agency or Government (State/Central) for the promotion and achievement of the objects of the Society and receive or obtain grants, allowances, privileges, concessions from those authorities with their terms and conditions enforced by them.
8. It may give financial assistance to the Institutions that deserve.
9. It shall frame rules and regulations and approve or amend as the need arises from time to time.
10. It shall take disciplinary action when required in matters of compulsory retirement, disciplinary proceedings, reduction in rank, stoppage of increments, suspension, dismissal from service etc.
11. It shall frame suitable rules regarding fee collection and concessions etc.

12. It shall appoint the “Staff Selection Committee” which will conduct interviews and be responsible for the selection of suitable candidate for the selection of suitable candidate for the post of teaching/non-teaching staff whenever vacancy arises in any one of the Institutions run by the Society.
13. It shall take necessary steps to resolve disputes, restore normalcy and provide for alternate arrangements.
14. It shall also be the immediate appellate authority as regards grievances and disputes between the management and the staff.
15. It shall be the authority to decide, if any doubt arises in the interpretation of these rules and regulations of the Society and the decision shall be final.
16. Its meeting shall be held once in 5 months or more often if necessary. The Secretary shall prepare the agenda in consultation with the Chairman / Vice Chairman / heads of the Institutions and the secretary preserve the minutes of the meetings.
17. It shall look into all the (action plan)s and policy matters concerning the educational Institutions.
18. It shall appoint auditors for the society and for the Educational Institutions under the Society.
19. It shall consider the annual statement of audited accounts of the society and the Annual Report of the working of the Society submitted by the Governing Body.
20. It shall approve the report of the activities of the Society.
21. It shall amend the rules of the Society.
22. It shall regulate opening, closing or upgrading of classes of any department of the Institutions as per the recommendations of the Executive Bodies.
23. It shall approve, reject, alter, modify all actions recommended regarding financial matters;
i.e. to raise funds, such as fee collections, sale of articles, leasing out of properties, social get-togethers, functions etc. and to delegate such powers to the Executive Bodies.
24. It shall appoint a Secretary or Correspondent and Principal for the Educational Institution of the Province, who shall be Members of the Society.
25. It shall examine and sanction approval regarding building proposals, sites, extension proposals and the like. Major development and expansion of the institutions.
26. It shall approve the annual budget and audit reports of all the Educational Institutions at its

annual meetings.

27. It shall ratify the confirmation of the service of the members of the staff who have successfully completed the temporary period on the recommendation of the executive body.
28. It shall fix a salary pattern for the staff, keeping in view the financial position of the Institution run by the society (for unaided course only).
29. It shall approve the promotion of the staff members to higher grades/posts.

V. THE ROLE OF THE SUPERIOR

1. The government of the Society cannot be restricted to community life alone. It extends to apostolic activities also. The Superior is the animator of the apostolic community.

He inspires the Director and the Jesuit team with the Society's ideals and guides them in their mission. He ensures that the norms and guidelines, the objectives and policies of the Province, pertaining to the educational apostolate, are faithfully adhered to in the college. At the beginning of the year, the Superior calls the whole community and sets priorities, goals and objectives and draw up a concrete plan of action. He organizes a meeting of the Jesuits involved in the apostolic work at least once a month to reflect, evaluate and plan the apostolate. He can draw up the agenda in consultation with the Director of work. As the spiritual head of the institution, he provides a climate in the campus for the implementation and realization of the Jesuit vision in the best manner possible. (He equips himself with relevant skills of management and team building and plays a pivotal role as the focal point of the community)

2. The Superior pays special attention to the training and development of the member of the community. He has to see to it that the religious community is a model of work ethics among the staff of the college. He provides them with opportunities to acquire relevant academic, spiritual and administrative skills.

3. The Superior ensures harmony and smooth functioning of the different units of the institution. Through necessary apostolic leadership, he takes steps to preserve fraternal harmony. He needs to be aware of the tensions arising in the day-to-day functioning of the institution and uses them constructively for the growth of the individuals and the institution. When there is a difference of opinion between the Principal (Vice-Principal) and the Secretary in matters relating to the college administration, the Superior plays an important role and resolves the differences with tact and prudence.

4. Superior and the Director of Work (Principal/ Secretary) meet once a week and exchange

views on the day-to-day administration of the college. For the weekly meeting the Hostel Directors could be included.

5. Except for the assignments of Principal and Secretary all other assignments (Vice Principal, Minister, Procurator, Director of Hostels) are given by the local Superior. The appointments by the local Superior are approved by the Provincial.
6. The Superior arranges to get quarterly statement of accounts from every Director of Work and the accounts are made known to the members of the Community.
7. The Superior strives to preserve unity in an appropriate manner even though there is distinction of functions between the Director and the Superior.
8. The superior distributes the management-scholarships through a committee constituted for this purpose.
9. In keeping with the principle of subsidiarity, he does not interfere in the day-today administrative affairs of the other Jesuit functionaries.
10. The superior should be a role model to the community and to the institution, he need to equip himself with full knowledge of the institution and its assets/properties and the rules that govern the institution. He acts as a mediator in settling/resolving the issues between the Jesuits without any biased nature. Based on the needs of the institution he suggests the provincial about the requirement of the Jesuits and their qualification.
11. The Superior is the Vice-Chairman of the Governing Body of the College.

VI. THE CORRESPONDENT

1. The Correspondent is the Administrative Director of Work in the college and he presents the Management before the Government. He is appointed by the Provincial. He deals with the University, the Government and the Director of Collegiate Education on all matters relating to the general administration of the college. It is his duty to play a supportive role to the academic community headed by the Principal and complement their work with his help and encouragement.
2. As the Correspondent of the college, the Correspondent keeps in touch with the educational authorities and seeks speedy solutions for administrative problems. He needs to be familiar with all the GOs issued from time to time.
3. He also takes pains to mobilize funds from different sources for the development of the college

4. He supervises the maintenance of the college properties and provides facilities for a smooth functioning of the departments. For any extraordinary expenses the permission of the Superior is needed.
5. The Correspondent of the college has the following administrative functions (in consultation with the Principal): appointment of the staff, both teaching and non-teaching, whether permanent or temporary; appointment of the management staff; approval of the probationary (temporary) period of the staff and confirmation of their appointment; promotion of the staff; disciplinary action against errant staff; (constitution of the enquiry committee); (termination of the errant staff indulged in major misconduct) maintenance of their service registers; salary of the staff; sanction of increment; (gratuity); provident fund, approval of loan, recovery of loan and closure; income tax; all kinds of leave except casual leave; maintenance of the properties directly connected with the college, requirements of the departments; offices and classrooms; telephones, electricity and water; stationery; Xerox machines; (common) computer centre and legal matters.
6. The Correspondent is an ex-officio member of the Governing Body of the college. He also serves as a member in important policy- making committees of the college.
7. (He proposes to the management in consultation with the Principal, plans for expansion or improvement of the institution and carries them out when approved by the Governing body. He also takes care of the cleanliness of the campus and looks into the repairs of the buildings, furniture, sanitary needs of the students and the staff etc.)
8. (He supports the principal in achieving academic excellence and accreditations of the college as and when it is due.)
9. (Documentation of files, evaluation and other records of each individual staff should be maintained by his office.)
10. (He should value the growth of the institution and able to complete the projects that are assigned to him by the governing body on or before time.)
11. The Correspondent shall normally function for a period of three years.

VII. FINANCIAL ADMINISTRATION

Education ministry is an important work of the Society of Jesus; in order that this mission is carried out to its fullness, there is a need for common norms and guidelines so that there is on the part of the official's transparency and accountability and on the part of the members of the community shared responsibility.

1. After analyzing the various factors affecting the financial administration, the following guidelines are given for financial administrators. All accounts of the institution are in the name of Principal/Correspondent and not in individual names.
2. The Correspondent operates the staff salary account. He is accountable to the Government and hence he supervises the clerical work of the account with great care.
3. The Correspondent operates the non-salary account. Though it is a Government audited account, the income for this account comes from the management and other college sources. Careful attention, therefore, is to be paid for maintenance of this account. The grant to be given by the management to this account is clearly spelt out in the budget. The income from the endowment deposited for the affiliation of courses is credited to the non-salary account.
4. The Correspondent operates the Management Account with the following sources of income: Contribution from the Management Interest from Fixed Deposits except the Endowments and Prizes, Rentals from the Halls, Grounds, establishment charges from the students, donations and other such miscellaneous collections.
5. As in the case of Aided Accounts, since principal is the decision maker, he signs as the first signatory and for the sake of information and transparency the second signature is to be obtained from the correspondent.
6. As in the case of Unaided Accounts, though principal decides, the correspondent is the first signing authority and it will be counter signed by the treasurer/ bursar.
7. The amount accrued from the sale of application forms and registration fees go into unaided account. Fees like the Recognition Fees, University Entrance Fees, Sports Affiliation Fees and Official Caution Deposits are credited to unaided account. Transfer from the Management Account of the Correspondent to the non-salary account is done as per the budget proposals. The amount spent in the non-salary account but not assessed for grant may be shown as Management Contribution in the Financial Statement.
8. The Principal operates of both the aided and unaided accounts of the Special Fees. As it

involves mostly the collection from the students and is audited by the Government, it is spent according to the strict regulations prescribed by the Government. Contributions to the Special Fees Account from the Management sources (for Games, Laboratory, Library, Magazine etc.) are budgeted at the beginning of the year by the Principal. A copy of the statements of accounts is submitted to the treasurer.

9. All the three accounts mentioned above are statutory accounts and care must be taken to utilize them according to norms. If expenses are incurred in some areas of these accounts which are disallowed, the college has to face the risk of deduction from the grants due to it.
10. All Grants received from the University Grants Commission (Autonomy, Basic, Development, Building, Research etc.) are operated by the Principal in accordance with the UGC regulations. Advance Grants if received from the Management sources are refunded as soon as the Grants are received or kept as further advance grants for expenses. A copy of the audited statement of accounts sent to the UGC is forwarded to the Correspondent
11. For the maintenance of all the Aided and Unaided Accounts government guidelines must be followed by the Principal and the Correspondent. They are such as ...three quotations, purchase committee approval, delivery challan, entry in the stock register, asset register and cheque payment.
12. The Examination Account is operated by the Principal. The amount collected for the audit assessment and administrative purpose along with examination fees is kept in a separate account for purposes.
13. The Principal operates the following sources of income: Advances from the Correspondent, interest from the Endowments and Prize funds, refundable amounts and caution deposits received from the students, textbook accounts, miscellaneous collections from the library, the laboratory and the office.
14. Research grants received from various agencies are operated by the Principal in a separate bank account. A copy of the audited statement of these accounts sent to the various agencies is given to the Correspondent and the treasurer.
15. The Superior, the Vice-Principal, the Controller of Examinations, the Deans, the Games President and the Library Director do not operate any bank account on behalf of the college.
16. At the beginning of the year, the Correspondent and the Principal present the plan of financial expenditure. The management earmarks certain amount of money from the

Apostolic Institute for the development of the college.

17. In order to help the Principal in his official financial transactions that he need not rely too much and too often on the Correspondent for money, it is suggested that the Correspondent and the Principal each operate a Management Account as explained below, combining a number of heads and maintaining a journal and a ledger.
18. The Management Account is only a base, a kind of 'unofficial' account. Funds from this account may be transferred to Non-Salary Account and Special Fees Account. Expenses from the Management Account is to be limited as much as possible to such items as Management Staff Salary, adjustment of advances and loans, travelling expenses, donations, gifts, hospitality, official requirements and other incidental expenses at the discretion of the Correspondent or the Principal. All other expenses may be credited to the Non-Salary Account and the Special Fees Account.
19. The sanction of the House Consult and the Governing body is necessary to open any bank account apart from those mentioned so far by the Correspondent or the Principal.
20. The Superior and the House Consult are kept informed of the transaction of all the accounts operated by the Correspondent and the Principal. The statement of accounts is be submitted to the House Consult and the community once in six months.
21. All Endowments invested in fixed deposits of the college are operated in a joint account of the Correspondent and campus Treasurer, Principal and Campus Treasurer. The interest from these fixed deposits will be credited as mentioned earlier. A list of all the endowment fixed deposits of the college are maintained at the office of the Correspondent with updated copies supplied every year to the Superior, the Principal and the Treasurer.
22. Investments are not made in any private person's account. All investments are in the nationalized banks or in the public sector.
23. The Correspondent arranges to audit all the non-government accounts and submits the statement of accounts to the House Consult and the management every year.
24. Formal presentation of the budget need be done for the Management Accounts and the non-salary account. However the Correspondent and the Principal need to submit the major requirements of the college and get them approved by the House Consult at the beginning of the year. Institutions have to prepare the annual budget and present it to the Consult.

25. At the beginning of the academic year the Correspondent and the Principal will brief the Jesuit Community on their financial transactions in detail of the previous year and their proposals for the current year.
26. A change of bank, deposits outside the local bank and change of auditor are done with the approval of the House Consult and the Governing body.
27. The Correspondent is responsible for preparing the Financial Statement of the college at the end of the financial year and submits the same to the Joint Director of Collegiate Education within three months.
28. The Principal and the Correspondent are accountable to the Board of Management and the Governing Body.
29. The finance committee of the college functions under the chairmanship of the Principal as per the UGC guidelines.
30. The Correspondent sanctions loans in consultation with the principal and the Jesuit management to the teaching and the non-teaching staff of the college. Fixed norms must be followed regarding a ceiling on the loan and the number of installments for repayment.
31. The Correspondent (with the consultation of the Superior and the Jesuit Management committee) sanctions the scholarships from the corpus fund on the advice of the Principal
32. The Correspondent and the Principal work in close collaboration and cooperation, exercising mutual trust and help. Only then our financial administration in the college will be effective and credible.

VIII. TREASURER/BURSER

a. General:

1. The Bursar is the Personal Advisor to the Principal & Correspondent on financial matters.
2. The Bursar's Office, comprising the Bursar and his clerk/s, work under the guidance of the Principal & Correspondent.
3. (He is the custodian of all the accounts of all the departments /institution within the campus.
4. He is responsible for the auditing of accounts except the aided and government accounts)
5. He shall have the custody of the funds and valuable documents of the society like land, buildings etc.

6. He ensures up-to-date maintenance of accounts under various heads with the aid of appropriate software financial package and makes details of the financial position available to facilitate proper institutional planning as per budget.
7. He explores various possibilities and options of investment of institutional and community funds and mobilization of resources in consultation with superior, correspondent and principal.
8. He has the responsibility to make the necessary funds available for various approved projects of the institution.
9. He is in-charge of the purchase and registration of vehicles, payment of insurance and renewal of license for vehicles.
10. He shall issue receipts for the money received into the society.
11. He shall maintain the documents of the payment of taxes.

b. Maintenance of Accounts:

1. He is responsible for computerizing all the accounts comprising Governmental and Non-Governmental Accounts.
2. The accounts have to be computerized on a daily basis; i.e. as soon as the bills are prepared and cheques signed by the Principal & Correspondent.
3. The Management paid teachers receives their salary, as soon as the salary clerk prepares the salary and passes it on to the Bursar's Office. All bills for payment from the various department of the College first require the approval of the Principal or Correspondent, before they are payment.
4. All bills for payment are only signed by the Principal or Correspondent and paid in the form of cheques.
5. For every rupee which comes by way of donations / charity, it has to be acknowledged by simple receipt / 80-G receipt for 100% I.T. Exemptions.
6. The fees collections have to be verified according to the students' strength of the whole College. The Bursar's Office has to keep watch of collection of fees.
7. Every student has to pay his fees into the bank directly. The payment details have to be brought from the bank and included in the cashbook, day to day.

8. The cashier collects miscellaneous receipts like Fine, lab dues, library due ,Mark Sheet & Bonafide certificate fees (If applicable), and such collection are to be deposited in the Bank.
9. The loans & advances are being deducted at source, before payment to the staff members, with the approval of the Correspondent or Superior.
10. Excess funds / surplus are put aside with the prior permission of Principal & Correspondent and the interest rates of the Banks & Institutions are carefully screened. Deposits are put with more reliable sources yielding higher returns.
11. While preparing the salary of the government & management staff, proper deductions are made as the staff members avail themselves of loans from different sources (SBI, IOB, Staff Welfare Scheme, Catholic Staff Club, Personal Loan, Non-Teaching Association, etc.,).
12. Excess funds/ surplus are put aside with the prior permission of principal and correspondent and the interest rates of the banks and institutions are carefully screened. Deposits are put with more reliable sources yielding higher returns.income is transferred to management account.
13. All payment is made through cheques. The Principal/ Correspondent cannot spend any thing on any matter independently by himself without the knowledge of the treasurer.
14. The Chief function of the Treasurer is to ensure a complete and accurate day-to-day record of financial transactions.
15. The Bursar respects the right to sanction, of the Correspondent, the Principal, the Deputy Principal and the Vice-Principal. However, it should be noted that no financial transaction should be undertaken by the sanctioning authorities without the the knowledge of the Bursar. It should be clear that though the right to sanction is exercised by the respective officials the records relating to Bank accounts, namely cheque books, pass books, bank reconciliation statements etc. will be in the personal custody of the Bursar.
16. The Correspondent of the College ensures that adequate facilities, namely clerical assistance, accommodation, office equipment etc. are provided by the Bursar for discharging his duty.
17. These guidelines do not apply to the transactions relating to the research projects undertaken by the various disciplines, either individually or jointly or collectively in the College.
18. It should be clear that the creation of the post of Bursar should be viewed as an integral part of the financial system that helps towards careful, effective financial administration and that

the goods of the Society are to be considered the property of the Lord and the patrimony of the poor of Christ.' (Coll. Decr. n. 207 & 1)

19. He is an ex-officio member of the Management Finance Committee of the College.
20. He is responsible for all the new constructions and major maintenance in the college.
21. He supervises the maintenance of the properties of the College.
22. Bursar has complete Financial Control of the College.
23. The local Superior, house consult and the house finance committee is the monitoring and highest decision making body.
24. Bursar supervises the following accounts like: Approved staff salary, UGC account, Special Fees account, Scholarship account, Non- Salary account, Self Finance Course Account. He presents quarterly accounts to the local Superior / house consult / house finance committee.

c. Budget:

1. Principal prepares the College budget in consultation with the correspondent and submits to the community for the approval prior to the submission to the Provincial.
2. Every institution in the campus prepares the budget and submits to Bursar.

d. Current Expenses:

Accounts are to be jointly operated by the Principal and Bursar/Campus Treasurer, Correspondent and Campus Treasurer/Bursar pertaining to the institution and other accounts with superior and treasurer/burser. Permission is sought from the Superior for any purchases (Computers, Science equipments etc..) that goes beyond Rupees one lakh.

e. Payments and Investments:

All Payments are only cheque payment. He sees that expenses above Rs.1,00,000 are carried out after the permission of the local Superior and the house consult / Principal. Investments are not to be in individual name but in the official designation deposited in the national banks.

STAFF SERVICE RULES

INTRODUCTION

- I. DEFINITIONS**
- II. EMPLOYMENT AND CATEGORY OF EMPLOYMENT**
- III. PRINCIPAL**
- IV. THE VICE PRINCIPALS**
- V. THE CONTROLLER OF EXAMINATIONS**
- VI. THE DEANS**
- VII. THE BLOCKIN-CHARGE**
- VIII. THE HEAD OF THE DEPARTMENT**
- IX. RESPONSIBILITIES OF ASSOCIATE, ASSSITANT LECTURERS**
- X. LIBRARY DIRECTOR**
- XI. THE PHYSICAL EDUCATION DIRECTOR**
- XII. RESPONSIBILITIES OF NON-TEACHING STAFF**
- XIII. DUTIES OF CLASS IV EMPLOUYEES**
- XIV. HOSTEL ADMINISTRATION**
- XV. OBLIGATIONS OF THE STAFF**
- XVI. MISCONDUCT AND DISCIPLINARY PROCEDURES**
- XVII. LEAVE RULES**

STAFF SERVICE RULES

INTRODUCTION:

These Standing Orders shall be called the Loyola Academy College Staff Service Rules (referred to herein as “rules”) and are applicable to all employees of Loyola Academy Society as indicated.

These service rules are not exhaustive and may be notified by the College from time to time, as per the perceived need, and such modifications come into effect from the date of their notification by the Governing Body.

Effective date

These rules are effective from **1.06.2012** on matters covered by these rules.

Interpretation and Amendment:

- These rules shall be interpreted to be consistent with the Memorandum and Bye-Laws of Loyola Academy Society, as they may be amended from time to time as per the perceived need. If there is any ambiguity or conflict between these rules and the Bye-Laws, the interpretation is given by and ratified by the Governing Body.
- The Governing body reserves the right to amend, modify, delete, or supersede any of these rules and to issue such orders or instructions as may be considered expedient and appropriate. Such amendments, as and when approved by the Chairperson will become effective from the date specified thereon.

I. DEFINITIONS

- **“College”** means Loyola Academy. College may also be referred to herein as “Institution”.
- **“Appointing Authority”** refers to the Correspondent of the college with responsibility for the appointment of Staff under his supervision.
- **“Management”** refers to the Organization that is in charge of the Institute that is directed by Loyola Academy Society.
- **“College Premises”** means all land, buildings and other facilities owned, leased or operated by the College and precincts attached to or utilized by the College/Hostel.
- **“Competent authority”** shall mean the Principal or the Correspondent, unless otherwise specified.
- **“Institutional Management Committee” (IMC)** refers to the Administrative personnel or such other persons as may be authorized or designated to act on its behalf by the Governing Body.
- **“Staff”** means any person in the employment of the College in any capacity whatsoever—skilled or unskilled. No person shall be deemed to be the staff unless and until he/she has received a letter of appointment from the Appointing Authority.
- **“Habitual”** means the repetition of an act of omission or commission repeated for a minimum of three times during the period of employment.

Classification of employees based on their tenure

- All the staff shall be classified as falling within one of the classifications listed below. No change from one classification to another is effective until appropriate order is issued and signed by the employee and the Appointing Authority.
- **“Permanent employee”** is one who is appointed against a permanent post and has completed the period of probation satisfactorily and has been confirmed in writing by the Appointing Authority.
- **“Temporary employee”** is one who is appointed for a fixed or specified period of time (a) is essentially of a temporary nature, or (b) to fill a temporary vacancy in a permanent/regular post or (c) to cope with a temporary increase in work. A temporary employee shall be entitled only to such benefits as may be specified in the terms of employment and stated in the letter of appointment.
- **“Contract employee”** is one who is employed on a contract for a stipulated period of time. On-Contract employees shall be entitled only to the benefits specified in the contract of employment in writing.
- **“Substitute”** is one, who is engaged in the post of a permanent employee who is temporarily absent. He/she shall not be entitled to any benefits provided to other classes of employees.
- **“Part-time employee”** is the staff who is employed to do work for less than the normal period of working hours. Part-time employees are not entitled to the full benefits provided to other confirmed employees.

II. EMPLOYMENT AND CATEGORIES OF EMPLOYMENT

- No person shall be deemed to be in the regular employment of the Institution unless and until he/she has received a letter of appointment signed by the Appointing Authority and the employee. Any appointment is subject to medical fitness for employment as certified by a duly authorized medical person approved by the Management.
- No employee is entitled to be confirmed or treated as a permanent employee by reason alone of having completed the required period. Permanent status is not effective until the employee has satisfactorily completed the required period and until permanent status is confirmed in writing by the Appointing Authority.
- The services of a temporary employee are liable to be terminated at any time during the required period without prior notice or may be extended for a further period not more than six months at a time, for the reasons to be given in writing to the temporary employee till his/her required period is declared as satisfactorily completed. Even at the end of the extended period, if the employee’s performance is still found to be unsatisfactory, her/his service shall be dispensed with, without furnishing any reason whatsoever. During this period, if any employee commits any misconduct, he/she shall be given a ‘memo/charge sheet’ and proceeded against as per rule of the institution.
- In case a regular employee in a particular post is elevated (not promoted) to a new post in a different stream or higher post other than by regular promotion, he/she has to relinquish his/her existing post before joining the new post and shall work for a period of one year thereafter and is liable at any time during that period, to be reverted to the original post at the discretion of the management.

Appointment and Regularization /Confirmation:

- Governing Body is the ultimate appointing authority which shall exercise the authority through the Correspondent for all classes of employees of the institution.

Categories of Employees: On the basis of their offices and the duties assigned to them, employees are graded as follows:

Class I : Principal, Vice Principal

Class II : Associate Professor, Assistant Professor, Lecturer, Librarian

Class III : Office Superintendent, Computer operator/ Programmer/Lab Assistant/ Store Keeper, Asst. Librarian, Accountant/Office Assistant/Clerk, Driver, Electrician

Class IV: Attender, Watchman, Helper and Unskilled worker

Bio-data

It shall be incumbent on every employee to furnish in writing, her/his correct and complete Bio data in the prescribed form to the Correspondent for the purpose of records.

Record of Age

- The Management shall verify and record the age of every staff. Any of the following documents shall be deemed to be satisfactory proof of the age of the employee:
- Birth certificate validly obtained from Corporation, Municipality, MRO, Registrar of Births and Deaths, or the school/institution where the staff last studied.
- School leaving certificate;
- Current passport issued by the Government of India.
- In case of the absence of any of the above, or irrelevant or manipulated data, the age should be verified and attested by a Notary based on the affidavit written by the employee.
- The Management may correct the staff's official record of age at any time in case of fraud committed by the employee by submitting false or forged documents as proof of age. The correction will be done with due notice to the employee concerned.
- The age of the staff verified as above and accepted and recorded by the Management shall be the sole and conclusive evidence of the age of the staff for all purposes concerning her/his employment.

Identity Card

- The Staff/employee shall wear the Identity Card provided by the Management at all times in the the College premises and, on demand, shall show the card for inspection by Management or any person authorized by the Management.
- When the staff ceases to be in the employment of the College, he/she shall surrender his/her identity card to the Appointing Authority before his/her accounts are settled.
- If the employee loses or damages his/her identity card, he/she shall be provided with a new card.
- In case of any change of address, all employees are obliged to intimate the same in writing to the authorities concerned.

Attendance, Late coming and Absenteeism

- All the staff members are expected to be present at the place of work at the scheduled time and start their work immediately. Every employee shall accurately record the time of attendance and departure each day from work in the manner prescribed by the management from time to time. Any employee failing to accurately record the time as required is liable to be marked absent and may be subject to loss of salary and liable for disciplinary action.
- Those staff members who do not report for their duty on time regularly are liable to be treated as absent and disciplinary action will be taken as per rules.
- No staff shall leave their place of work without obtaining permission from the authorized person. Any staff member who after reporting for duty leaves the place of work during any period of working hours without the permission of the Head of the Department/Vice Principal / Block In-charge shall be liable to be treated as absent without leave for the whole day. Any staff who is absent without permission beginning after the recess time will be treated as absent without leave for the period of absence or for half-a-day, whichever is greater.
- Any staff who leaves the place of work or reports for duty late (except for three grace periods as allowed above) either at the commencement of working hours or after recess, without proper permission three times during any calendar month, shall forfeit one day's leave or/and salary in lieu thereof. If any staff member reports later by an hour or more on any day, he shall forfeit a minimum of half a day's leave or half a day's salary in lieu thereof.
- Any staff member (acting individually or in concert) who is absent from work without reasonable cause or, in spite of being at work, refuses to work, shall be liable for disciplinary action as per the rules.
- Notwithstanding the forfeiture of salary or leave, as provided for herein, the management has the right to take other disciplinary action against such staff for violation of attendance requirements.

No work - No pay

In all cases of absence from duty or place of work without leave or permission, or where the staff fails to discharge his duties, the principle of “**no work no pay**” will apply without prejudice to the other provisions of these rules.

Working Hours

- All the staff members are expected to work a minimum of six work days per week, as scheduled by the Management. A “work day” is as prescribed by the Management.
- Eight hours work specified may vary in different departments and areas and for different positions throughout the College. Staff may also be required to work outside or beyond their scheduled working hours, if the exigencies of work so demand.
- The management can change the staff's hours of work or shift to enable it to meet the exigency of any situation.
- Scheduled work hours are determined by the management and are subject to change from time to time.
- No staff member shall engage her/himself in the same professional area outside the institution without written permission from the Appointing Authority. This includes work that may be considered charitable.

Responsibilities/ Duties of Employees working in Loyola Academy

III. THE PRINCIPAL

1. The Principal is the (dynamic) Academic Director of Work in the college, and is the executive authority of the college. He is appointed by the Provincial.
2. (He should be a Ph.D. holder with at least a few International publications on his name and with more than 10 years of regular committed service.
3. He needs to be familiar with the rules regulations and service rules to run the institution. He needs to be a role model to all the staff and students in knowledge and in eloquence and equip himself with general knowledge of various disciplines that an institution has. He needs to be familiar with the government GOs on education.
4. He shall be able to respect the extracurricular and curricular activities of the institution and encourage the students towards their all-round development).
5. As the leader of the academic community of the institution, he provides a climate necessary for the intellectual pursuit of the staff and the students.
6. He has to play a vital role in motivating and inspiring the academic community towards excellence. His administration is governed by Ignatian discernment, emotional maturity, team work, mutual trust and inner freedom that do not seek any personal goals. (He is totally accountable for the educational standard of the institution in all aspects.
7. (He shall act as a unifying force between the management and the staff and communicates the guidelines and policies evolved by the management and for ensuring their proper implementation.)
8. He supervises all the academic programmes of the college and keeps the Correspondent informed of all matters of general and financial administration. He represents the college in all academic bodies like the University Grants Commission, the University, the AIACHE, TSCHE, CCE the Xavier Board and the JEA.
9. The Principal has the following functions in the college : day-to-day administration of the college; planning and executing all academic programmes; supervision of the teaching and non-teaching staff; allotment of work to the teaching and non-teaching staff in consultation with the Correspondent; routing of the leave applications (other than casual Leaves) to the Correspondent ; drawing up the calendar, almanac and timetable; curriculum and research;

attendance of staff and students; allotment of classrooms; facilitating (Literary and) extra & co-curricular activities; extension services; (Seminars, conferences, workshops, publications, research, encouraging/motivating the staff to write minor/major projects, celebrating national festivals, motivating students and staff to participate in various competitions, sports and games, preparation of the timetable, periodical observation of class room teaching, cleanliness, student facilities, collecting the feedback of the staff, parent teachers meetings, preparing the agenda for the meetings, celebration of festivals, NCC & NSS activities, clubs, Proposes new courses to be started by the next academic year to the management, foreseeing the future development, keeping in mind the action plans drawn by the society /management and timely responding to the needs of the institution, Maintaining the vision and mission of the college, identifying the poor students to support with management scholarship) admission of students; maintaining student and staff discipline; administering scholarships and helping poor students; officially in charge of the hostels, NAAC Accreditation; UGC work; Autonomy; examinations and President of all the Associations in the college.

10. The Principal will appoint the Heads of the Departments on the basis of rotation as per the (ability and) seniority of the staff in consultation with the correspondent.
11. (He is responsible for preparation of self-study report or reaccreditation report for NAAC and prepares the college meticulously for the NAAC accreditation.)
12. It is the duty of the Principal to establish clear channels of communication and facilitate interaction. The Vice-Principals, the Deans and the Heads of Departments will assist him to form an effective team. Delegation of authority with responsibility together with accountability should mark the style of his administration. The Principal elicits the opinion of the academic community (including Jesuits) with regard to the selection of lay Vice-Principals, lay Controller of Examinations and lay Deans. The proposals are discussed among the teaching fathers. It is the Principal who appoints them to these offices.
13. A manual of work book for the different officials of the college is prepared in each institution and made available for reference. The role responsibilities and rights of all the different officials who assist the Principal should be clearly defined.
14. (He shall ensure the regular implementation of academic and other programmes, in accordance with the academic directives drawn by the academic council/of the director of higher education / university)

15. (He foresees the major events and functions and informs the concerned people in advance.)
16. (He shall foresee the meetings in advance and prepare the agenda for every meeting and inform the people concerned atleast a week before.)
17. (He conducts regular College men meeting to update the progress of the college.)
18. (He is responsible for the religious formation of catholic students and the value education of non-Catholic students)
19. (He shall be a responsible religious member of the society in maintaining the academic excellence and overall development of the institution)
20. (He supervises the work of nonteaching staff and their regularity and functuality)
21. (He ensures to conduct the bridge courses and remedial classes o those students who are poor in language and studies)
22. (He shall conduct staff and student orientations in the beginning of the academic year and conduct regular staff meetings to enhance the value based academic excellence)
23. (He shall meet various Heads of the department, coordinators and the controller of examinations at frequent intervals and get the appraisal/evaluation of the functioning of their departments.)
24. (He shall convey a meeting for the newly recruited staff to teach them the principles, norms, aims, objectives and the importance of Jesuit education in the Jesuit institutions and organize periodic training for them.)
25. The Principal is the secretary of the Governing Body of the college
26. The unaided principal will normally function for a period of six years. As in the case of aided principals, their subject related posts are closed down by the State Government, hence their term of office cannot be fixed till they retire.
27. When the atmosphere is not conducive to run the college smoothly owing to outside elements for a day or two, principal will decide to close or run the college
28. In consultation with Rector and Correspondent. For long term closure of the college, the whole community of Jesuits must be consulted to arrive at a decision.

IV. THE VICE-PRINCIPALS: UG &PG

1. (The Vice Principal/s have a delegated responsibility function within the parameters of the principal's directives.)

2. In the absence of the Principal the Jesuit Vice-Principal/s is responsible for the running of the college.
3. The Jesuit Vice-Principal/s should work in close collaboration with the Lay vice Principals and is mainly responsible for the general discipline of the students.
4. (They shall be role models to the staff and student communities in all the responsibilities that they under take.
5. They shall be basically know the rules and regulations of the college before they undertake the portfolio of the vice Principal.
6. They shall be qualified academically and should able take at least eight to ten hours of class per week.)
7. They coordinate student activities and orientation programmes.
8. (They assists the Principal during the time of student admissions, staff recruitment.)
9. They monitor the attendance and regularity of the students. they are responsible for all that concerns their attendance, regularity, leave of absence, leave on duty, medical leave, late coming, absence without leave and discipline.
10. They study the results of the students and keeps in touch with the weaker students.
11. They also meet the parents of the students, weak in studies, to discuss the progress of their wards.
12. (They keep the principal informed about the concerns of staff and students.)
13. They assist the principal in monitoring the schedule of activities as per the calendar which is prepared by calendar committee in which he is a member. Vice-Principal/s is part of consultation as and when there is a change in the schedule of the activities as per the calendar.)
14. They sign the bus passes, railway concession forms, conduct certificates etc.)
15. (They are in charge of preparing ID cards for the staff and students.)
16. (They monitor the staff, their regularity, discharge of duties their interaction with the students inside and outside the class room and takes immediate corrective action wherever it is necessary)
17. (They monitor the students who participate in sports and other extracurricular activities and marks OD for the students for the hours that they spend in training or participating with the help of the concerned staff)

18. (They shall learn all the administrative works from the authorities, apart from their regular teaching and learning,)
 19. (They shall always manifest their scholarship, hard work and leadership qualities while deals with the staff and students.)
 20. They select the students for prizes and medals.
 21. They approve the class tours and field trips of students in consultation with the Principal.
 22. They visit the exam halls during internal tests and semester examinations.
 23. They look after the general discipline during functions.
 24. They attend to the general needs of the girl students.
 25. (They participate in the board od studies (BOS) the academic council meeting, staff meeting, HODs and Deans meeting, awards committee meeting and various committee meetings that he is nominated)
 26. They identifie the poor students and recommends them for scholarships and concessions.
 27. They keep the Principal/Correspondent informed of all the general facilities to the staff and the students like the canteen, furniture, electricity, drinking water and other requirements.
 28. They meet the Principal regularly and keeps him informed of all developments. He is also in constant touch with the Heads of Departments.
 29. (They ensure the cleanliness of the classrooms, labs and inform the concerned authorities for their upkeep.)
 30. (They look after the daily, weekly and monthly attendance. The daily weekly and monthly attendance is displayed on the notice board.)
 31. (They look after the routine affairs of the college in the absence of the Principal.)
 32. (Once in a week the Vice Principal/s will have a meeting with Principal.
 33. The Lay Vice-Principal(s) works in close collaboration with the Jesuit Vice-Principal/s and they are responsible for the general discipline of students.
- Above these guidelines the PG Vice Principal is responsible:**
34. For preparing the almanac along with the HODs of all the PG courses and submit the copy for the approval of the Principal.
 35. He takes responsibility in preparing the class timetable of all the PG courses with the help of HODs.
 36. He looks after the staff leave letters and sends them to Fr. Principal for their approval.

37. With the assistance of HODs he assists the principal in the inspection of PG courses for affiliation from the Osmania University and updating all the material to be produced for inspection committee. The material to be produced such as teaching diaries, attendance registers, labs of concerned course and any other information is to be furnished as per the notice.
38. Once in a month there will be a staff meeting /HODs meeting, organized by the Vice Principal for all the PG courses to discuss the academic matters viz., students attendance, parents meeting, any other problems related to the course.
39. He will head the PG handbook preparation committee.
40. He looks after the filling of management seats for all the PG courses in coordination with the Principal.
41. He maintains a copy of the mark list of all PG courses in his office: weekly, mid semester, pre-final lab and end semester for further reference.
42. He grants permission s for students to attend workshops, seminars etc. and coordinates industrial / academic tours within and outside the state with the approval of the principal.
43. The Principal keeps the Vice Principal Informed of any other matter related to academics.
44. All the PG attendance registers are in the custody of the Vice Principal and checks the attendance register weekly with the help of the clerk. Any deficiencies in the attendance register are hereby rectified along with the concerned lecturers.
45. Shortage of the attendance is to be notified to the parents through different means of communication. The students with 65% to 74% attendance are only eligible for condonation of attendance.
46. The vice Principal will be appointed as Chief Superintendent of exams from the Principals office.
47. The Vice Principal should organize once in a term Parent Teacher meeting.

V. THE CONTROLLER OF EXAMINATIONS

a. Introduction:

1. The right to design and execute an appropriate and effective method of evaluating the academic achievement of the students is central to the implementation of Autonomy of an

Educational Institution. He shall be sincere and maintain the confidentiality with regard to the question papers and other important concerns of the office.

2. The Academic Community headed by the Principal / Director, has the ultimate responsibility for ensuring that the evaluation system is administered without any flaw. However, as a way of sharing of responsibility, the task of administering the evaluation system is delegated to an Examination Cell headed by the Controller of Examinations.
3. The latter functions under the direction of the Academic Council and is answerable to the Academic Council of the College/Institute. He / She has an independent office with the required number of co-workers of various categories.

b. Appointment, Assistants & Accessories:

1. The Controller of Examinations may be a teaching Jesuit or a teaching lay Faculty. Normally a Jesuit is preferable given the nature of confidentiality to be maintained. The term of office of the controller and the Assistant Controller will normally be 3 years provided they are Jesuits. Though the Controller and the Assistant Controller of Exams are not entitled to any special privileges except for a monthly Honorarium to be paid from the Autonomy Fund as per the UGC norms, they may be given a concession in the teaching workload as are the Heads of the Departments at the discretion of the Correspondent and the Principal.
2. (The Controller of Examination will create his/her own team with the approval of the Principal of the College. The team shall comprise of Deputy Controllers/Assistant Controllers; the number of persons to be selected shall depend on the amount of work in the Examination Cell. Teachers employed in the college shall be allotted in the Examination Cell for a tenure of 3 years. They will persist doing their teaching work as designed by the college.
3. There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell.
4. Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material.
5. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.

6. Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism.
7. The Controller of examinations shall, strictly in accordance with the provisions of the Code and instructions issued by the academic council and principal from time to time, make necessary arrangements for the conduct of college examinations, including paper setting, printing and issue of question papers, preparation, scheduling, valuation, tabulation, publication of results and such other matters connected therewith (d) He shall be responsible for the safe custody of all Registers, papers, documents, certificates and other confidential files connected with the conduct of college Examinations
8. He shall keep the Minutes of the meetings of the Boards of Examiners and all related Committees (f) He shall convene meetings and issue notices therefore to the members of the Malpractices Enquiry Committee constituted by the college, the Boards of Examiners, question paper-setters, and other Committees appointed by them and to conduct the official correspondence thereof
9. He shall take all the steps necessary for eliminating scope for malpractice by the candidates at all stages
10. He shall take steps for computerization of all processes in the conduct of examinations, tabulation and publication of results and issue of Certificates
11. He shall acquaint himself with the latest trends relating to 'Examination Reforms' and propose for consideration of the Authorities steps for improving the reliability, validity and objectivity in evaluation and for removing the deficiencies in the examination system
12. He shall be responsible for collection of all kinds of fees regarding all process in and after conduct of examinations
13. He shall perform such other functions as may be assigned to him by the Principal)

c. Continuous Internal Assessment:

1. The Controller suggests the mode of Continuous Internal Assessment and gets it approved by the Academic Council of the college/ Institute.
2. The office of the Controller of Exams is responsible for conducting the written tests and the practicals.
3. It gets the question papers from the staff members through the HOD and makes sufficient copies for administering the test.
4. It stipulates a date by which the test marks have to be submitted by the teachers.
5. At the end of the Semester, it collects the consolidated CIA Mark statement with the break up into various components for each subject.
6. If there is a Passing Minimum for CIA, the Hall Ticket indicates whether the student is eligible or not, to appear for the Semester exam in a paper.
7. In case of CIA failures, the Controller's office will hold the arrear tests during the subsequent semesters.

d. Semester Examination:

8. The Controller has to collect from each department, the Current Syllabi, a panel of Question paper setters and a Model question Paper for each paper, well ahead of any Semester Examination.
9. He/She has the right to choose anyone from the panel suggested and send letter of appointment as question paper setter.
10. He/She might also get a question paper set by the professor teaching the subject.
11. He/She has the right to choose any one of the question papers submitted, for the actual examination.
12. He/She sanction all the remuneration for paper setting and reimbursement of any postal expenses incurred by the paper setter.
13. He may make the payment directly or through the Bursar.
14. He/She gets the question papers ready through his office after getting it scrutinized by the HOD of the respective department. The HOD may be assisted by one or two Faculty members of the Dept.

15. He/She finalizes the dates of Exams in consultation with the Principal / Director and prepares the Schedule of Exams to be announced to the staff and students.
16. The Principal/Director appoints a Chief Superintendent and an assistant Superintendent to supervise the conduct of the exams, in consultation with the Controller.
17. The Chief Superintendent monitors the conduct of exams which includes supplying the materials needed, appointing the invigilators and issuing the question papers.
18. The Controller appoints the external and internal Examiners and the technical staff for the conduct of Practical Exams and monitors the conduct of such practicals.
19. (The practices shall be conducted in batches)
20. In case of the students appearing for Arrear exams after the stipulated duration of the Course, the Academic Council decides on the number of years in which they can write the exam with the original Syllabus.

e. Valuation:

21. The controller of Exams is the sole authority to appoint evaluators to value the answer scripts, either central or Door valuation if any.
22. He fixes the date of submission of the Project reports and Dissertations in consultation with the Principal and appoints examiners for valuing them.
23. In case of double valuation, if the difference in marks between the internal and external valuations is 20 and more, he arranges for a Third valuation.

f. Financial Operations:

24. The Controller does not operate any account. The Accounts relating to the Examinations are operated by the Principal/Director.
25. The remuneration payable for the works connected with the semester exams are fixed as per the norms of the Parent University.
26. The controller sanctions all the amounts payable to the paper setters, the evaluators and other ancillary staff as per the University/ Institute norms.
27. Actual payment may be made by the Bursar of the college or by the Controller himself/herself with the money drawn from the Principal/Director.

28. He/She is also permitted to sanction Special Allowance to his own Staff for the Works related to the conduct of Examinations.
29. The surplus in the Examinations Account is transferred to the Management Account operated by the Correspondent of the College.

g. Publication of Results:

When the Results are ready to be published, the controller suggests a date for the meeting of the Awards Committee to pass the results.

At the awards committee meeting, he or the HOD concerned presents the results which may be commented upon and modification may be suggested by the members. (grace marks to the failure students are to be added as per the directions of the parent university)

Any commission or omission in the results may be represented to the Controller for correction. If the candidate is not satisfied with the action of the Controller, he has a right to represent the matter to the Principal/ Director.

The results are published; the Controller's office prepares the mark statement for each semester and also the consolidated statement.

In case of malpractices in the Examinations, the Controller submits all the details to the Malpractice Prevention Committee headed by the Principal for its decision on the nature of punishment.

30. After the declaration of results, any student who is not satisfied with the result may apply for the remedy.
31. In case a student has a maximum of one or two papers to be cleared, to qualify for the Degree at the end of the final Semester, he may be allowed to appear for a Supplementary Exams as per the guidelines of the respective colleges.
32. Finally the Principal sends the detailed results to the University Authorities for preparing the Provisional Certificate and the Degree Certificate.

(Additional Controller of Examinations:

Responsible for Collection of internal question Papers and for Question Paper packing during Examination time and helps the Controller of Examination in proof read, if it is required.

1. Conduct of internal examinations:

2. Preparation of seating arrangement
3. Preparation of room wise Invigilators list
4. Preparation of Non-teaching staff for each exam
5. Coordinating scrutiny of internal examination answer scripts
6. After scrutiny consolidates absentee lists and sending the copies to principal office, COE office, Vice- Principal Office, Attendance clerk.
7. Responsible for distribution of Answer bundles to concerned subject faculty after taking the signature.
8. Responsible for display of Examination time tables, various other notices to the notice boards and maintaining file related to all the internal examinations.
9. Coordinates with all the block-in charges other additional controller of examinations for Collection of attendance, finalization of Attendance, Marks etc.
10. Entry of Internal examination marks and publication of Results
11. Time to time supports COE in preparing CIA
12. Responsible for conducting of Re-examination to students who gets prior permission by Principal / Vice Principal and approved by Controller of Examinations .Maintains the record of all such cases with the permission letters in COE Office.
13. Helps the Controller of Examinations, other Additional Controllers and Superintendent for checking of the Memos to be issued.
14. Any other related works assigned by Controller of Examinations time to time for smooth conduct of examinations.
15. Must consult controller of examinations on any matter of urgency/confidential/general.
16. All the above duties/responsibilities are to be maintained with high degree of confidentiality.
17. Any difficulty arises during executing responsibilities, must be discussed first with Controller of examinations and take his direction but, cannot take any matter directly to principal or any higher official.)

VI. THE DEANS

1. The Dean's Office has a well-established structure with computers, Xerox machine,

typewriters and other facilities. It has a clerk and an office assistant.

2. The Dean is responsible for all the courses i.e., co-curricular or extracurricular activities to which he or she is assigned. All the staff under a particular Dean/Deans should work in tandem.
3. He/She shall be a guiding force in helping the departments to prepare the timetable and the academic curriculum.
4. He /She has to prepare an action plan /almanac for each semester.
5. He/She should monitor the staff in rendering their service in the teaching field to the institution. He/she shall know the duties & responsibilities of the staff and guide them accordingly.
6. He/She shall coordinate the assessment and development of academic programs within the College.
7. He/She shall prepare or revise, as necessary academic programme plans for the college with the knowledge/approval of the principal/Vice Principal. He /she shall be a model in teaching and professional service.
8. He/She should maintain a good professional relationship with administration and faculty in all academic and non- academic areas.
9. He/She shall maintain effective communication between students and faculty within the college.
10. He/She shall supervise budgeting for various programmes like, establishment of labs, purchase of consumables and non-consumables etc..
11. He / She shall be responsible for coordinating the use of facilities that are available in the college.
12. He/She shall be responsible in supervising, evaluating and supporting departments in a manner that promotes excellence in institution, scholarly and creative productivity.
13. He/She shall be responsible in leading and coordinating the governance of the college.
14. He/She shall be accountable and responsible for the budgets that are allocated to the departments.
15. He/She shall play a greater role in strengthening and unification of the departments which are under their supervision.

16. He/She should update Fr. Principal with regard to the progress and the functioning of the departments.
17. He/She should monitor the discipline (in and out of the class rooms) of the students with the help of the HOD's and department lecturers.
18. He/She should actively involve with all matters related to the University Grants Commission and Autonomy. Grants received from the UGC are handled in the Principals office with the knowledge of Deans. Allocation and supervision of these funds are done by the knowledge of the Dean. All the communications from the UGC are dealt with by them.
19. They also look after the FIP and other fellowship programmes of the UGC.
20. The agenda and the minutes of the departmental meetings and the monthly meetings with all the staff are to be maintained.
21. All deputations of staff members to different programmes, staff participation in seminars, meetings, conferences and programmes within and outside the college are arranged by the dean in consultation with the principal.
22. Visiting commissions from different agencies like the Government, the University, the UGC, the NAAC, and others are received by them. They also take up the preparation and the follow-up measures to these commissions.
23. He/She look into the academic progress and performance of each and every student and also the department.
24. They in consultation with the HOD's organize parent teacher meetings and appraise the students' progress to the parents in the College.
25. He/She shall encourage the lecturers to take extra hours in clearing the doubts and concepts. New academic innovations shall be given a top priority in the departments.
26. Respects the college norms and authority of the college and gives valuable suggestions for the upliftment of the department.
27. They shall be available for all the meetings, seminars, functions, cultural fests, sports activities conducted by the college.
28. The deans should play a pivotal role as a facilitator between the students and the staff and it is required that they are fully involved in this process with a sole determination of building the staff, student relationship and ultimately the image of the institution.

29. When the term of the dean expires he/she should hand over all the documents connected to that office to the next nominated in charge/Dean in the presence of two witness.
30. The Deans deal with all matters related to the University Grants Commission and Autonomy. Grants received from the UGC are handled in the Dean's Office. Allocation and supervision of these funds are done by the Dean. All the communications from the UGC are dealt with by them. They also look after the FIP and other fellowship programmes of the UGC.
31. They plan, coordinate, supervise and arrange the meetings of the following: Governing Body, Academic Council, and Boards of Studies of all Departments, Finance Committee, Planning & Evaluation Committee, Curriculum Development Cell and Research Cell. The minutes of these meetings are maintained in the Dean's Office.

VII. BLOCK IN-CHARGE:

1. It is an honorary post/assignment. Block in-charge receives the powers from the Principal of the College to discharge his/her duties in the particular block assigned to him/her.
2. After the Vice Principal the Block in charges play vital role in the blocks.
3. All the lecturers in the block come under the supervision of the block in-charge particularly in monitoring the time table and maintaining the regularity of the classes.
4. They shall be aware of the substitution classes and shall monitor the staff on day today basis.
5. They shall sign the leave letters of the staff (Teaching and Nonteaching) only after the verification of the substituted classes/labs by that particular staff.
6. The block in-charge is responsible for the attendance of the students and every fortnight/month they shall call for the irregular students and guide them and maintain a record of calling the parents or guardians. (NB: He/she should make sure by then the Class in charge and the HOD had already taken enough measures in counselling /guiding the student with regard to the candidate maintaining the less percentage of attendance.
7. They shall be in the block at their office 45 minutes before the morning first bell in-order to look into the various needs of the students of that particular block right from signing the leave letters bus passes, meeting the parents, visitors etc.
8. They shall take care of the overall discipline in the block.

9. They are the in-charge of the class rooms and labs that are situated in that particular block. Any repair they have to immediately inform the person concerned and the repair done immediately.
10. They shall monitor the late comers and send them to library.
11. They shall instruct all the lecturers and students of their block with regard to the impotence of regularity and punctuality of the students and staff.
12. They shall monitor the regular absentees and call their parents with the help of HOD's, Class teachers etc.
13. They shall also personally guide the weaker students and help them by requesting the concern departments to conduct remedial classes.
14. At least once in a month they shall meet the HOD's and get to know the progress of the departments.
15. They shall monitor the dress code of the student and guide the student to wear ID card in the campus.
16. They shall be available to the principle for their regular meetings.
17. They appoint a prayer group wherein they conduct morning prayers before the beginning of the classes of that particular day.
18. Every day they shall supervise the neatness and cleanliness of the bloc in particular the labs and the class rooms.
19. The attenders in that block will come under the supervision of the block in-charge. They shall make sure that all the attenders attend to their duties regularly and maintain the cleanliness of the labs or offices assigned to them.
20. Any major eventuality should be brought forth to the notice of the Principal or vice principal.
21. In case, if the block in-charge applies leave they shall appoint a substitute with the know of the Principal or Vice Principal to take care the day today activities of the block.
22. As much as possible the block in-charge shall not have in their time table the morning and the afternoon first hours. It is at the time they may have to be available to the visitors and to take rounds in the block.
23. They have to be on regular rounds in the block to see how the classes are taken and how the students are engaged.

24. They shall be present for all the major college activities conducted by the college mainly to take care/supervise the discipline of the students.
25. They shall play a major role in conducting all the exams by the college during the semester period.
26. They shall be overall responsible for all the exam papers written in that particular block.
27. They shall bring the major erring students to the notice of the Principal or Vice principal.
28. Along with the HOD / class lecturer the block in-charge contacts and meets the parents of those students who are irregular to the college and those students who are delinquent in their conduct.
29. They shall bring to the notice of the Principal any major /minor repairs to be done in the block or in the lab or in the class room. Broken furniture has to be removed and replace immediately by informing the concerned authorities.
30. They shall bring to the notice of the Principal/Vice Principal of any erring staff in the form of letter mentioning their misconduct/misbehavior in that particular block. ex. Dereliction / Negligence of duties, instigating students, favoring students, indulging in strikes etc.

VIII. HEAD OF THE DEPARTMENT

1. Allotment of workload to teaching and non-teaching staff for each semester.
2. Preparation of timetable for each semester by constituting a committee of three staff members.
3. Looks after the day-to-day administration of the academic work of the department.
4. Forwards CL, ML and OD of teaching and non-teaching staff to the Principal and ensures the work adjustment.
5. Constitutes a committee of three staff members to finalize the list of scientific equipments and books to be purchased under Science fee Account and UGC Grant and forwards the priority list to the Principal for ordering.
6. Maintains a stock register and takes steps for stock verification every year.
7. Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal.
8. Prepares a list of equipments (not in working condition and beyond repair) to be discarded.
9. Monitors the Association activities, Endowment lectures and participation of students in

academic activities organized by other Institutions.

10. Forwards the students' educational tour plan to the Principal.
11. Issues letter of certification and consent to students for field visit/training programme/project work.
12. As the Chairman of the Board of Studies, suggests names of experts to be members of the Boards of Studies, suggests names of external examiners for various subjects to the Controller of Examinations.
13. Undertakes steps for the revision of UG and PG syllabi when due.
14. Checks the semester examination question papers.
15. Suggests names of examiners (Department Staff) for arrear examination and supplementary examination to the Controller of Examinations.
16. As a member of the Academic Council presents the report of the Board to the Council.
17. Views of the department staff and his/her own views on academic matters and student strength may be presented to the Principal.
18. All kinds of requests of department staff may be submitted through the Head of the Department.
19. Prepares the total workload of the Department as per Government norms.
20. Reasonable suggestions of Heads on departmental matters must be given due consideration.
 - a) They shall monitor all the events/functions that take place in the department and assign proper jobs to each and every individual lecturer for the smooth conduct of the events/functions
 - b) They shall monitor the day today works of the staff and the non teaching staff.
 - c) They shall monitor the allotment of workload to teaching and non-teaching staff for each semester.
 - d) Each staff/lecturer shall take 19 to 21 hours; the HOD shall take 16 to 18 hours and the dean 14 to 16 hours in a week apart from remedial or extra classes. The HOD shall make sure that each student prepares a class notes extensively unit wise during each semester.
 - e) They are responsible for the pass or fail of the students in their department. They are also responsible for the indiscipline of the students in their departments. In this regard they shall on continual basis supervise the student's progress in the class room with the help of the class teacher.
 - f) They shall instruct the class lectures to monitor the discipline, regularity, punctuality, dress code, Wearing ID card, bringing Hand book daily to the class/college, cleanliness of the class room Usage of cell phone in the campus etc. Over all they shall know each student personally and guide them to progress to reach their aspirations and goals.

- g) They shall help the students to speak good English in and outside the class room. Improper behavior either in the class or outside the class should be corrected immediately and if needed be an academic punishment should be imposed.
- h) Every week monitor the attendance of the students with the help of the class teacher/ lecturer and if needed, call the parents and instruct them the dire consequences of maintaining the less attendance shortage.
- i) They shall know the rules given to the lecturers thoroughly and shall be a guiding force in helping them to follow the guidelines.
- j) HOD shall motivate and encourage and **prepare their students** to apply for placements and offer carrier opportunities by conducting carrier guidance and taking them to industrial trips etc.
- k) All the HODs shall focus on taking care of the clean and green campus. Constantly they shall educate the students with regard to the rules and regulations of the college and the maintenance of the hygienic conditions in the campus.

IX. RESPONSIBILITIES OF THE ASSOCIATE, ASSISTANT LECTURER

a. Academic:

1. It is required of the lecturer to discover new knowledge and maintain high professional standards, strive for academic excellence and service the cause of education with a spirit of dedication and with interest in their work and environment.
2. Every lecturer during the short or long vacation should able to write at least one scientific paper and should publish the same in one of the reputed journals.
3. He/she shall conduct tutorials, seminars, group discussions and give assignments to students to supplement the class room teaching and shall maintain a record of such work. It is obligatory on the part of every lecturer to conduct home assignments during a week and maintain a record of such for documentation is necessary.
4. It shall be the duty of every lecturer to systematically and methodically complete the prescribed syllabus as per the Annual Academic Plan of teaching schedules, drawn up well in advance leaving sufficient time for revision before the public examinations. He/she shall furnish a statement of work done, every month to the principal.
5. He/she shall make use of all available audiovisual aids, charts, models and maps to make teaching more effective.
6. He/she shall conduct periodical examinations as per the annual plan.

7. It shall be the duty of every lecturer to actively participate in all programmes of institutionalized coaching, both for academically and socially backward student, as assigned to him/her by the Heads of the Institution (Principal/ Vice Principal).
8. He/she shall submit lesson plan at the beginning of every semester/the academic year.
9. He/she shall teach the prescribed subjects during the allotted periods.
10. He/she shall guide the junior teachers in their subjects.
11. He/she shall correct regularly the written work of the students including the class notes and the observation books.
12. He/she shall correct the answer script relating to all assignments, unit tests and terminal examinations within the stipulated time.
13. He/she shall develop aptitude for professional advancement in the college.
14. He/she shall implement the academic programme chalked out in the subjects.
15. He/she shall diagnose student's poor performance/backwardness and plan for remedial teaching and supervision.
16. He/she shall prepare lesson plans every week to improve effectively the teaching –learning activity.
17. He/she shall undertake activities, research and innovative practices in their teaching.
18. He/she shall participate in the seminars / lectures arranged by the Management.
19. He/she shall regularly feed the attendance & the examinations marks into ERP on daily basis.

b. Participation in Administration:

20. To maintain the classroom discipline.
21. To maintain the attendance registers and the conduct registers.
22. To encourage pupils in maintaining personal hygiene and classroom cleanliness.
23. To be a Role model in regularity and punctuality and inculcate the same in the students.
24. To participate and organize co-curricular and extra-curricular activities.
25. To organize National festivals like Independence Day/Republic day in the College and to share the responsibilities.
26. To encourage pupils to wear neat and tidy clothes, and maintain general discipline in the college
27. To adhere to the duties and responsibilities specially designated to the subject departments.
28. To accept other duties and responsibilities assigned by the Principal/Vice principal

29. Every lecturer shall be present in the college during the working hours and actively co-operate with the Head of the Institution in organizing academic work and co-curricular activities.
30. Regular working hours or even when the Institution is not functioning during vacation or holidays. NB: Vacation does not mean that a lecturer is automatically on a holiday or otherwise ceases to work for the Institution.
31. He/she shall be regular and punctual in attendance, in respect of his/her class work, examinations and extra-curricular activities or any other work connected with the duties assigned to him/her by the Head of the Institution.
32. He/she shall abide by the rules and regulations of the Institution and shall show due respect to the constituted authority.
33. He/she shall not, knowingly or willfully, neglect his/her duties. Except with the prior permission of the Head of the Institution, the lecturer shall not absent himself/herself from the Institution while on duty, or remain absent from the Institution without leave.
34. She/he shall resist from going on casual leave on a day of heavy work nor apply for leave simply because such leave has to be exhausted. She/he shall apply for leave in advance except in totally unforeseen circumstances, so as to enable the Head of the Institution/HOD to make substitute arrangements.
35. He/she shall be a resident in the station except during vacation or on leave, in which case he/she shall leave with the prior permission of the Head of the Institution, intimating her/his vacation-leave address.,

c. Professional Norms:

1. A lecturer shall consistently uphold the highest standards of professional ethics in the course of performance of his/her duties and shall so conduct himself/herself as not to give rise to any suspicion or doubt, with regard to her/his honesty and impartiality.
2. Gross partiality in assessment of students, deliberately over-marking under-marking or attempted victimization of students on any grounds, shall constitute improper conduct on the part of a lecturer.
3. No lecturer shall engage himself/herself in coaching privately any student for any remuneration under any circumstances.

4. No lecturer shall prepare or publish books or cheap notes commonly known as guides and made – easy – series, or assist directly or indirectly in the publication of such books by others.
5. No lecturer should encourage the students to read the notes from the cell phone/electronic devices. The lecturer should facilitate the student to prepare his/her notes and it should be corrected by the lecturer after the completion of every unit.
6. No lecturer shall indulge in or encourage any form of malpractice connected with examinations or any other activity in the institution.
7. Every lecturer shall project on all concerned and particularly on the students, an image of personal propriety, culture and decency through his/her dress and demeanor and shall be a source of guidance and a model for the students in his /her character and conduct. He/she shall refrain from the use of improper and objectionable language, shall wear dignified formal dress. All shall wear formal clothes of non-transparent material consistent with modesty and profession.
8. Correction of student’s works (i.e. class work, Notes, Presentations, test/examination, answer scripts) is an integral part of a Lecturer work and it should be done conscientiously and within the stipulated time.
9. Similarly, the work connected with the conduct of test/examinations is part of a teacher’s job which should be done with due seriousness. Any slackness in invigilation work or connivance with malpractices of students will be considered as a serious lapse on the part of the teacher concerned.
10. Lecturers shall also take up remedial work as and when required.
11. Permissions required from the Head of the Institution to leave the College on emergency work.
12. He/she shall obtain permission slip from block in charge to attend any emergency work outside the campus and submit the same to the security at the main gate.
13. Every staff should wear ID card in the campus and are entitled to caution any erring student particularly who goes around without ID or speaking over the cell phone.
14. English is medium of instruction in this campus. Every lecturer makes sure that their student speaks only in English while they are in the campus.

d. Maintenance of Discipline:

1. It shall be the duty of all categories of employees to assist the Head of the Institution in the maintenance of absolute discipline in the Institution. All employees shall merge themselves into a disciplined team, setting aside individual opinions and caprices for the higher academic purpose of the Institution and they shall together strive to project a good institutional image.
2. No employee shall participate in any subversive activity nor shall she/he, directly or indirectly, by himself/herself or through others, either by word or deed, instigate, incite, abet or encourage any student/ students to indulge in any act of indiscipline, inside or outside the institution, detrimental to the functioning of or the interests of the Institution.
3. All the staff are instructed to abide all the rules lay down in earnest in the light of the transformation of self and the institution.

X. LIBRARY DIRECTOR

1. He is the representative of the management in the library.
2. He is overall in charge of the entire library.
3. He has to arrange along with the Librarian, the planning in the library.
4. He signs along with the Librarian all the notices meant for the staff and the students.
5. He has to see that discipline is maintained in the library.
6. For any ordering of books or any item of furniture in the library, the Library Director's consent is necessary.
7. He signs all bills and checks whether the books ordered were bought or not.
8. The granting of leave to the management staff is done with his consent.
9. For any staff appointment to the library and also for any staff transfer from the library his consent is necessary.
10. The Librarian brings to the notice of the Library Director any change in the normal functioning of the library e.g., if the number of volumes lent is more than allowed by rules.
11. He has to check whether the functioning of the staff in the library is satisfactory. If there are complaints against any staff in the library, he has to call them and advise them. If they fail to correct themselves, he reports to the Principal or to the Correspondent.

His advice is sought by the Librarian for imposing or cancelling of fines

XI. THE PHYSICAL EDUCATION DIRECTOR/LECTURERS

1. They should assist the Principal in matters of discipline, conducting functions and other related works.
2. They should write on annual plan for the academic year with regard to sports and games.
3. They should send the late comers to the library and shall see maintenance of discipline in the campus during the class hours.
4. They should be prepared to coach the students after the regular classes in the evening. i.e., they have to stay back and given training in various games and other athletic events.
5. They should represent the College at least in three or four inter College competitions.
6. They should not use corporal punishments or indecent words against students, in case of poor performance in any competition.
7. They should make use of their leisure time in constructive activities, especially in planning, improving their own skills in the games.
8. They should be courteous and polite with the parents
9. They shall plan memorial tournaments ahead of the time and prepare the budget for the same in advance.
10. The budget for the following academic year should be planned with the help of the director of sports (Principal/Vice Principal) and submit the same to the Principal for the approval.
11. They shall plan and focus to recruit national or state level players into our college in order to prepare better teams for all the games and sports.
12. Maintain a record of conducting sports and games in the college and prepare a report of each game with visuals/photographs.
13. It shall be the duty of the physical education director to maintain the games grounds neat and tidy all the time of the year.
14. The physical education director is also in charge of college gym and has to look into the maintenance of it.
15. He should make sure that no sport student indulge in any unruly behavior in the campus and should also look into their regular attendance.

XII. DUTIES OF THE NON-TEACHING STAFF

1. The college office remains open every day of the academic year and the staff is to be on duty ~~except on Public / General Holidays. Due to the nature of the Institutions and exigencies of~~

work,

the office remains open even during the terminal and annual vacations. However, the Correspondent/Principal decides the working hours during vacations and the staff shall be present in the office on rotation.

2. All the Files and records are to be maintained up-to-date by the concerned employees. If the work is not completed at any given time; the employees shall put in extra time to complete the work at hand without claiming extra wages. Every employee shall put in a minimum 8 hours of work daily inclusive of break hours. All the documents issued by the office should bear the initials of the clerk concerned before presenting the same for the Correspondent's / Principal's Signature.

Office Staff:

1. It is the responsibility of the office staff to prepare the fee defaulters list at the end of the month and inform the defaulters about the payments to be made, the penalties etc.
2. It is the responsibility of the office staff to see that the office is maintained clean and tidy and the records and files are properly labeled and arranged for easy reference.
3. The concerned assistant shall register (maintain a separate inward and outward registers for this purpose) the letters received from the Government or the Department and put them up to the Correspondent / Head of the Institution for necessary orders.
4. They shall prepare the monthly pay bills of the teaching and the non-teaching staff of the Institution.
5. They shall preserve all the records of Management such as Admission Register, T.C. books, Cash Registers, Attendance Registers, Acquittance Register, leave accounts, E.P.F Register etc. They should maintain a list of sixteen registers pertaining to college registers.
6. They shall maintain leave accounts of the teaching and the non-teaching staff of the institution and submit them to the authority concerned. (Maintain a separate register).
7. They shall collect fees such as special and tuition less and post them in the daily fee register and also obtain the signature of the Correspondent / Head of the Institution.
8. They shall maintain all records up-to-date, such as cashbook, ledgers, all files and records, and keep them ready for scrutiny and audit as and when asked for by the Head of the Institution.

9. They shall maintain a separate stamp account and accounts relating to special fees and other fees, and vouchers etc.
10. They shall see that the Service Register entries are made up-to-date.
11. They shall carefully prepare the Nominal Rolls and extend other required help for conducting the public examinations and the school examinations.
12. They shall deal with the parents and the guests diligently and politely while giving information.
13. They shall maintain all the records up to date
14. They should work collectively for any work of the College.
15. Attendance records, Leave records of the students shall be maintained
16. Immediate information should be given to the parents if a student is not found in the College unless otherwise if he/she has applied leave.

Library Staff:

1. Library is a Place of learning so it should be kept clean, neat and should maintain silence all the time. It is a place for acquiring knowledge from various fields so it should be equipped with maximum number of books, magazines, other learning materials that should be helpful to students and staff.
2. The Staff shall be very cordial to the students and staff so that everyday a maximum number of students and staff visit the library. The staff shall know thoroughly the place and the shelf or rack where the particular books or magazines are place/stored.
3. They should be very punctual and regular and maintain the timings of their duties in order to avoid the inconvenience to the staff and students who visit the library.
4. The librarian shall prepare an indent for books at the beginning of the academic year, in consultation with the concerned subject lecturer and Head of the Institution.
5. He/she shall see that the books are not eaten away by white ants etc. Report to the Head of the Institution in case of any danger of white ants.
6. He/she shall prepare a catalogue of the books subject-wise.
7. He/she shall issue books to the students and see that they are returned on time and in good condition.

8. He/she shall maintain the account of periodicals and their circulation among the staff members and students of the Institution.
9. He/she shall maintain the stock-register up-to-date with full details of books purchased. Stock verification shall be done at the end of the year.
10. Should report to the principal loss of books/damage if any
11. New books that are bought shall be registered immediately in the stock register.
12. Digital library to be well-maintained.
13. Departmental libraries should be improved with the knowledge of HOD and staff
14. Seminars and workshops to be conduct on how to utilize the library facilities.
15. Eating and sleeping in the library should be avoided
16. They shall register and take care of the late comers during the college hours.

Lab Assistants:

1. They shall keep the laboratory clean and tidy.
2. They should maintain a log book.
3. They should cordially work with all the teaching and non-teaching staff.
4. They should monitor the students in the lab.
5. Lab materials should not be taken outside or exchanged without the knowledge of the HOD or Block in charge.
6. A separate stock register of the instruments and the consumables should be maintained.
7. Any repair or damage should be taken to the notice of the HOD that very particular day or the following day,
8. They shouldn't entertain any other/s or person/s into the lab.
9. Eating, sleeping, using the cell phones in the lab by the nonteaching staff is strictly prohibited
10. They shall be responsible for dusting of equipment tables and apparatus, which should be done carefully at least once in three days.
11. They shall see that the apparatus is kept in the proper place after use, either by the teacher or by the pupils
12. They shall see that the students do not take away the apparatus or any material from the laboratory.

13. They shall also see that the students do not touch the acids and other dangerous chemicals.
14. They shall arrange the apparatus for conducting experiments.
15. They shouldn't have any sort of meetings in the lab without the permission of the Management.
16. All labs should be cleaned every day and kept tidy. They should be on high alert due to the cost of the lab furniture and equipment.

XIII. DUTIES OF THE CLASS IV EMPLOYEES

1. The Correspondent in consultation with the Principal/Vice Principal shall appoint all Class IV employees in Jesuit Colleges/Institutions.
2. Qualification: The minimum qualification for attenders is Tenth class passed.
3. They shall be appointed on contract basis for two/three years subsequently, they may be regularized depending on their performance and character.
4. They shall maintain the cleanliness and upkeep of the institution and its premises, namely classrooms, laboratory, library, staff-room, toilets and play-ground etc.
5. A valid birth certificate should be insisted upon from the contingent employees.

Duties of Attenders:

1. He/she shall have to sign the attendance register starting from one week before the reopening of the college after summer vacation.
2. Every day he/ she will sign the attendance register by 9.00 am, after signing he/she shall proceed to his/her respective place of work within five minutes. He/she shall sign the attendance register at the end of the duty time in the evening. (Biometric system is used both in the morning and in the evening.)
3. He/she will be present in the college during working hours.
4. At all times, the attenders will remain at the allotted work place except when required to move in furtherance of official information.
5. Any movement for personal reasons will only be on the basis of specific permission from the immediate superior, namely HOD/ lecturer in –charge of the lab. To leave the premises during working hours he/she has to obtain a gate pass from the vice-principal/ block in charge.

6. Except in emergency cases, prior permission from the Principal has to be obtained whenever, he/she avails oneself of causal leave; signature of HOD and vice Principal or block in charge in the leave letter to be obtained to enable them to make alternative arrangements in the lab or wherever one is working.
7. The duties are assigned by the principal
8. He/she shall follow the directions of the vice-principal, dean, HOD / Block in charge of the respective block, in discharging his/her duties for the smooth functioning of the college.
9. He/ she shall maintain the upkeep of the institution and its premises, namely, office laboratory, library, staff rooms and playground etc.
10. He/ she shall keep the work place clean and tidy by sweeping, dusting, mopping etc.
11. He/ she will help in other office works in his/ her respective blocks.
12. During the final/semester end practical examinations the assigned attender/s should arrange lunch to the external examiners and also should keep the place clean after meals and stay on till the examination is over.
13. Whenever there is a need, the principal / correspondent may change or assign the personnel to any of the above mentioned responsibilities.
14. Whenever there is no work in the assigned work place, he / she will be given another work by the principal, as the need arises.
15. During the short term holidays, such as Dussera and Christmas holidays he/ she shall do the general cleaning and any other work assigned to him/her by the principal/ correspondent or the nominee of the principal.
16. Cell phones shall be switched off while on the duty.
17. It is the duty of the attender to switch off the lights, fans or any other electrical connection/ switches that need to put off, as well as to close the gas connections / water taps in his/ her work place, before leaving the work place.
18. Applying leave during examinations is to be avoided, except on an emergency, following the usual process.
19. If or she is allotted to laboratory, he/she must do the following:
20. He/ she shall bear responsible for dusting the equipment and apparatuses and it should be done carefully at least once in three days.

21. He/ she shall see the apparatuses is kept at the proper place after use, either by lecturer or student.
22. He/ she shall see that the student do not take away the apparatuses or the material from the laboratory.
23. He/ she shall also see that the students do not touch the acids and other dangerous chemicals.
24. He/ she shall arrange the apparatuses for conducting the experiments.
25. He/ she shall open the doors and windows of the laboratories, classrooms staff rooms etc. in the morning and he/ she shall also close the same in the evening after completion of practices in the laboratory.
26. The attender should be available in the lab during lunch hour and his/ her lunch hour can be adjusted accordingly either before students lunch hour or after the students' lunch hour.

If he/ she is allotted to library, he/she must do the following:

He / she assigned to library shall be available in the library during the lunch time of the college when the students come to return or to borrow books. And his/ her lunch time is so arranged either before or after the lunch time of the college.

Besides the above, as and when need arises, the following works will be allotted to all attenders:

Helping in the examination work:

1. He/ she shall stamp the answer scripts, carry them to various halls, prepare the hall by numbering, distribute twine, passing of attendance slips in different blocks, water etc. and rearrange the halls after the examinations. He/ she shall bring back the answer scripts to the controller's office once the examination is over and distribute the answer scripts bundles to the lecturers concerned. Normally staff cannot take leave except on an emergency. In such case, they must adjust with some other attender. They must inform and seek written permission from the Chief superintendent / Principal.
2. He/she assists in the common functions of the college, such as the college day, sports day, seminars, meetings and all other functions in whatever way his / her help is required. He/she will assist the one who will be in charge of organizing such functions.
3. Whenever he/she is asked to come and work on Sundays or on other Government holidays, he/she is entailed to get some remuneration fixed by the management.

XIV. HOSTEL ADMINISTRATION

1. The Principal is the ex-officio Director of all the college hostels. The Principal is answerable to the University and the Government on all matters relating to the hostel administration. He, therefore, keeps in touch with the hostel administration particularly in its major and serious events and transactions.
2. The Director of the hostels are independent in the day-to-day administration of the hostels. They make admissions to the hostels and plan the regular programme for the year in consultation with Assistant Director. The number of Assistant Directors is decided by the House Consult. All major decisions in the hostels are taken only in consultation with the Principal and the Superior. The Superior and the Principal are taken into confidence and are briefed on any serious developments in the hostel administration.
3. The financial transactions of the hostels are maintained in two separate account books. The first one contains all details of receipts and expenses connected with the dividing system of the mess. Or slab system to be maintained according to the place and need. These accounts should be made available, if necessary, to the student representatives for verification. As this is a very special area of concern, strict supervision of the expenses is necessary and careful and transparent accounting methods are to be adopted.
4. The second account book has all details of receipts and expenses that are not connected with the dividing system of the mess. This is strictly the management account and it includes all collections due to the management, like admission fees, establishment charges, guest room rentals, guest collections and all other miscellaneous collections. The bank account is to be operated by the Director and the Procurator.
5. All major expenses from the establishment charges and from other collections are done with clearance from the House Consult. Statement of accounts once in three months for both the accounts are made known to the Principal and the Superior. The hostel accounts are audited separately.
6. All fixed deposits in the hostels are in the joint accounts of the Director and the Procurator. Disbursal of concessions and scholarships are done according to norms and guidelines given by the Superior. Loans to hostel workers can be recommended by the hostel director as per the guidelines of the superior and given by the treasurer since he keeps track of their salaries.

7. (The director of the hostels shall create facilities for the all-round development and progress of the student. The student should have good ambience for study and good play fields for their exercise. Catholic students shall be encouraged to go for daily mass and rosary.
8. Festivals like fresher's day, hostel day and other regional festivals can be celebrated.
9. Students to be given more opportunities to come out with their creativity and innovative ideas in the hostel.
10. Maintenance of the cleanliness and neatness should be taken care by the hostel wardens.
11. They shall supervise the study hours and spot out the weaker students and give special training and coaching if it is necessary.)

XV. OBLIGATIONS OF THE STAFF Courteous behavior

Every staff shall at all times be courteous and considerate to other employees, Students, Parents, visitors, trainees, the public and every person in authority.

Conscientious performance

Every staff shall carry out the work assigned to her/ him by her/his supervisors and the management (referred to jointly as "superiors") conscientiously, faithfully and diligently in accordance with her/his superiors' specific or general instructions and shall maintain discipline at all times in the department or workplace or College premises. Staff shall also co-operate with all superiors and co-staff.

Loyalty

Staff shall be loyal to the College and shall not disparage/defame the College and its management or misuse the College property or name for self-gain. Loyalty includes the obligation to act in the best interests of the Institution at all times during employment. Staff shall not disclose or use confidential information of the Institution during and after employment, except when necessary to the performance of duties on behalf of and in the best interests of the College.

Cleanliness and Dress Code

Staff shall always be neatly dressed in clean clothes that are appropriate for the duties assigned while on duty and shall keep themselves and their workplace clean at all times.

Unauthorized possession of goods

Any staff found in unauthorized possession of any material of the institution like lab equipment, articles, materials, computers, software's, books etc. (referred to jointly as "goods"), which are used or stocked by the College and are not normally possessed by or carried on the staff in the course of the employment, will be deemed to have come into their possession by improper means.

Management may confiscate any goods that have come into the staff's possession by improper means and such unauthorized possession may result in disciplinary as well as any other action

deemed appropriate by Management. This rule shall also apply to any staff found in personal possession of prohibited goods.

Loss of personal property

The College takes measures to maintain security for all employees. However, the Management shall not in any way be responsible for any loss or damage to any personal property of the staff brought into the College premises or in their possession in any accommodation provided by the College.

Use of Computers, telephones, internet and other electronic gadgets

Employees, in the course and scope of their employment with the College, may have access to the College computers, internet services, e-mail and other electronic devices by virtue of employment. Employees shall not use these services for personal purposes without the permission of management.

Any personal telephone calls by employees during the workday must be limited to recess time, unless there is an unexpected emergency.

Telephones may not be used for STD/ISD calls for personal purposes.

Any information placed on the College computers or electronic devices is the property of the College and not the staff's. This includes, but is not limited to any email, correspondence or messages. This information may be accessed, published or otherwise distributed by the College, and employees can have no reasonable expectation of privacy regarding any information or communications placed by them on the College computers or other electronic devices.

The College computers contain its official records and are essential to its operations. Any misuse of or tampering with the computers is strictly prohibited and any staff who engages in such activity shall be liable for disciplinary action.

Computer misuse includes any unauthorized use of the computers. Examples are listed below, but this is not exhaustive:

Hacking into a computer for any reason.

Using another person's password to gain access to computer files, the internet, email or other computer services.

Entering, altering, deleting data in the computer for reasons other than official. Entering unnecessary or meaningless data into the computers.

Causing any virus to be introduced onto the computer.

Entering or downloading onto the computer any defamatory, offensive or pornographic material.

Using the computer to play games, participate in chat rooms, browse the internet, send or receive email when such use is not related to the performance of duties or otherwise approved by the management.

Printing or copying computer data other than as required for performing duties.

Placing computer programs, files or data on home or other computers located outside the College premises except as authorized by management.

Prohibition of sexual harassment

It is prohibited for any staff to subject another staff to harassment based on the staff's gender. Sexual harassment is unwelcome conduct based on gender that is severe or pervasive. Prohibited conduct may be either physical or verbal conduct which is sexually offensive. It includes but is

not limited to conduct such as sexual advances, offensive jokes, eve-teasing, offensive gestures, official favors in return for sexual favors.

Any staff who is subjected to sexual harassment shall file a complaint to the competent authority.

XVI. MISCONDUCT AND DISCIPLINARY PROCEDURES

Misconduct Definition The term “misconduct” shall denote any offence or act of commission or omission on the part of the staff which falls within the general notation of the word ‘misconduct’ as understood generally and shall be deemed also to include offences or acts of commission or omission under or against these rules or any other regulations and practices of the College/Hostel. Without prejudice to the foregoing and without being exhaustive, examples of minor and major acts of misconduct are listed below.

Minor misconduct

“Minor misconduct” includes, but is not limited to:

- Entering or leaving the Premises or departments except by the entrances/exits provided for the purpose.
- Failure to wear or produce identification cards when required.
- Failure to record the attendance properly as required by the management.
- Eating in prohibited areas.
- Failure to dress appropriately or wearing unclean clothing/uniforms or lack of personal cleanliness while on duty.
- Expectorating or spitting except in spittoons provided for that purpose, or committing other such unhygienic acts on the Premises.
- Littering, or committing a nuisance on the Premises.
- Laziness, inefficiency, neglect of or careless work.
- Shouting, loud talking or making other disruptive noise on the Premises.
- Entering or staying in the premises outside the duty hours except for *bonafide* reasons.
- Entering any section or department other than her/his department except for purposes of performing assigned duties.

•

Major misconduct It includes but is not limited to:

- Habitual acts of minor misconduct.
- Failure to wear uniforms.
- Refusal to show identification upon request of authorized person.
- Late attendance or absence from duty without notice or permission or leave.
- Loitering and wasting time during working hours or malingering and interfering with other employees work, disturbing or annoying them at work.
- Smoking or chewing *pan* on the premises.
- Refusal to accept, receive or take delivery of notice, letters or any communication or failure to sign the required documents from the management.
- Failure to report any disease the staff may have which may endanger any other person.

- Unprofessional or discourteous behavior towards the authorities, employees, students, patients or member of the public during the course of employment or while on the premises.
- Leaving the place of work during working hours without permission or absence without permission from the place of work.
- Unauthorized use of the College name, address telephone, letter pad or other description for misrepresentation or fraudulent purposes.
- Obtaining leave or attempting to obtain leave on false pretences.
- Failure to report for duty when leave has been refused or cancelled and the staff has been called back on duty.
- Defacing the buildings or other facilities within the premises or writing or pasting posters on the walls or other surfaces of the College/Hostel buildings.
- Removing College property or properties from one place to another or outside premises without authorization of the management.
- Communicating directly or indirectly any official document or information to any staff or any other person to whom s/he is not authorized to communicate such document or information except in accordance with any general or special order of management in the performance of the duties assigned to her/him.
- Assisting the students during examinations for copying or carrying notes/books into the examination halls during any examinations conducted by the College.
- Filing nomination for any election such as local bodies/legislative Assembly/Parliament without written permission.
- Canvassing for any political parties either for any elections or for any political conference/meeting etc.
- Engaging in computer misuse as defined in (Clause 18 &19) under computer misuse.
- Interfering with machines or equipment or process not connected with work allocated, assigned or directed.
- Accepting service or accepting any kind of employment or doing any business which involves the receipt of fee, salary, wages or honorarium or emoluments or profits without obtaining the previous sanction of the management.
- Failure to observe safety instructions or make use of safety devices provided by the management, or failure to take preventive measures against diseases as provided by the management.
- Unauthorized handling, misusing or mishandling of any lab machine, apparatus or equipment.
- Failure to report the loss of any tools or materials entrusted to the staff in the performance of her/his duties or failure to account for the same.
- Furnishing false or misleading information or withholding any relevant or pertinent information or submission of false or forged certificates/ documents on the basis of which appointment has been made and subsequently revealed.
- Failure to report at once to superiors any accident, misconduct or hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might endanger the lives of persons in the premises or might result in any damage to the property of the College/Hostel.
- Using the College/Hostel facilities without authorization for personal purposes.
- Gambling within the premises.

- Sleeping while on duty.
- Insubordination or disobedience whether alone or in combination with others to any lawful and reasonable order of a Superior or instigating others to insubordination or disobedience.
- Delaying in the performance of work or go-slow in work or instigation thereof.
- Habitual late coming or habitual absence or willful absence without leave continuously.
- Gross negligence or habitual neglect of work.
- Deliberately or recklessly making false, vicious, malicious or defamatory statements against the College authorities or any one in office, or co-staff of the College/Hostel.
- Giving to the press, radio or any general news media any comment, talk, news or articles regarding the College without the prior written permission of the management.
- Bringing liquor or other intoxicants onto the Premises; consuming any intoxicants on the premises; reporting for work smelling of liquor or other intoxicants; or reporting to work in an unfit condition because of previous indulgence or under the influence of any intoxicants.
- Riotous or disorderly behavior or conduct on the Premises including but not limited to fighting, assaulting, abusing, threatening, intimidating or coercing superiors, co-staff, visitors or others.
- Using indecent language or engaging in offensive, improper conduct against superiors, co-staff, students, visitors or others.
- Sexual harassment of another staff is prohibited.
- Any act subversive of discipline or good behaviour on the premises or outside the premises, if it affects the discipline or administration of the College/Hostel or has a bearing on their smooth and efficient working, or their reputation.
- Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or distributing any handbills, notices, leaflets, booklets, pamphlets or posters on the premises without prior written permission of the management.
- Holding a meeting without permission, staging or participating in demonstration, shouting, coercing others to join in group action within the premises or its immediate vicinity.
- Participating in any illegal strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike within the radius of 100mts of the premises of the Institution.
- Squatting or remaining within the premises other than the appointed place with a view to intimidate or threaten the management or its officials or staff.
- Engaging in any act or conduct within the premises which is likely to endanger the life or safety of any management, superior, co-staff, students, visitors or others.
- Possessing firearms, other weapons or any other article on the premises detrimental to the security of the College or persons on the premises.
- Possessing any prohibited goods on the premises.
- Gheraoing or surrounding or forcibly detaining superiors or other employees of the College or resorting to Satyagraha, hunger strike or similar action in or immediate vicinity of the premises.
- Trespassing or forcible occupation of any portion of the premises, unauthorized use of occupation of the College accommodation or refusal to vacate the same when called upon to do so by the management.
- Willfully or negligently causing damage to work-in-process or to any other property of the College/Hostel.

- Theft, attempt to theft, fraud, or dishonesty in dealing with transactions connected with College property; Theft, misappropriation of funds, disappearance of records causing monetary loss to an organization where the staff has been deputed for specific assignment or duty.
- Tampering with records of the College/Hostel, falsification, defacement, or destruction or stealing of any records of the College/Hostel, including but not limited to those pertaining to employees.
- Soliciting, demanding, offering or accepting bribe or any illegal gratification or any unauthorized collection of money while discharging official duty.
- Soliciting, demanding, collecting, or canvassing the collection of any money from any person or sale of any commodities or tickets or lotteries or raffles or ticket coupons or other tokens within the premises for any purpose or reason without prior written permission of the management.
- Engaging in private work or trade within the premises, engaging in other employment while in the service of the Institution or engaging in the same or similar profession outside the College without the written permission of the management.
- Commission of any offence punishable under the Indian penal code whether committed inside or outside the premises and conviction by a court of law of any criminal offence.
- Any conduct prejudicial to the interest or reputation of the College or any act or conduct involving moral turpitude whether such act or conduct is committed inside or outside the premises.
- Any staff is prohibited from standing for election for local bodies such as corporations, Municipalities, panchayat etc. An staff should not participate in any political activities.
- Unauthorized removal from or affixing of notices on the notice boards or any other place on the premises.
- Unauthorized borrowing or lending money as business within the premises.
- The staff's failure to submit for the medical examination as required by the management will render the staff liable to be deemed as permanently medically unfit and s/he will be discharged from service without compensation.
- Breach of any law applicable to the College or of these rules or any other rules or regulations in force in the College/Hostel or rules that will be framed and enforced from time to time.

Disciplinary process :

The following kinds of penalty shall be imposed in case of any staff member who is found guilty of any of the aforesaid misconduct.

For Minor Misconduct

Penalty for minor misconduct may include any of the following types of discipline, which may be enforced in any order and not necessarily in the order listed:

- i. Caution or censure and / or;
- ii. Warning;
- iii. Fines and / or;
- iv. Suspension without pay or allowance for a period not exceeding **four work days.**

For Major Misconduct

Penalty for major misconduct may include any of the following types of discipline, which may be enforced in any order and not necessarily in the order listed:

- i. Suspension without pay or allowances not exceeding **six work days**.
- ii. Stoppage of one or more increments for a year.
 - a. With cumulative effect
 - b. Without cumulative effect
- iii. Demotion to a lower grade in the same category.
- iv. Compulsory retirement at an age below the age prescribed for normal superannuation.
- v. Discharge or removal from service, which does not necessarily disqualify the staff from being considered for future employment in the Institution or elsewhere.
- vi. Dismissal from service, which debars the employees from any future employment in any capacity in the institution.
- vii. Transfer from one department to another.

Procedure for Disciplinary Action: Procedure

Any aggrieved staff can lodge a verbal complaint followed by written complaint to the Principal. Any staff who is aware of misconduct/ sexual harassment of another staff can also lodge a complaint.

The Principal shall take necessary steps according to the severity of the act and its nature as soon as possible.

The authorized committee shall have the power to summon delinquent employees to appear before it and give their statements.

Only the head of the department of the delinquent staff will be informed before summoning the staff for the purpose.

Every effort shall be made by the committee to meet and come to a conclusion about the grievance within 30 days of receiving a request. Minutes of the discussions shall be maintained.

The conclusions of the committee together with the recommended action, if any, shall be submitted in writing with the signature of the chairperson.

Redressal of grievances:

All complaints or grievance arising out of employment shall be submitted to the immediate superior in the first instance and if the staff concerned is not satisfied with the decision or action taken by the immediate superior s/he may refer the matter in writing to the Principal who shall thereafter, in consultation with the authorized committee, examine the matter expeditiously and intimate the decision taken to the staff concerned.

In all the above stages of grievance procedure, the grievance must be in writing and must state the nature of the grievance, the relief desired by the staff, the steps already taken by the staff under this grievance procedure and the response(s). Copy of responses if any received from the immediate superiors and other documents the staff considers relevant to the grievance should be attached to the grievance.

Except in the case of appeal to the Governing Body, the decision of the authority concerned shall be given within 15 days from the date of the submission of the grievance for redressal. If no response is received within this period, the staff may refer her/his grievance to the next management level of the grievance procedure specified herein.

No staff member is permitted to refer any grievance to any outside authority for redressal under any circumstances except as provided under the existing law on the subject.

The staff shall have a right to appeal individually in writing to the Governing Body through the Vice Chairperson (Rector) of any involuntary termination of employment, suspension or demotion with loss of salary or benefits and the decision of the Governing Body is final.

No order of punishment shall be made without the staff having been given an opportunity of explaining, to the satisfaction of the head of the institution, the circumstances alleged against the person in an oral or recorded enquiry.

In the case of any major misconduct there shall be a recorded enquiry in accordance with the procedure described below, provided no such recorded enquiry shall be necessary if the staff concerned admits the charge in writing. The staff concerned shall be issued a charge sheet, or a show cause notice, clearly setting forth the charges of misconduct leveled against her/him and calling for his explanation.

In the case of major misconduct, if the staff does not admit the charges or if his /her explanation is not satisfactory and when the circumstances appear to warrant it, the management will arrange to hold a domestic enquiry on the charges of misconduct in accordance with the principles of natural justice. Management shall also have a right to appoint an enquiry officer from among the officers of the College or any third person from public with any professional standing.

In the event of any allegation/report against the staff, the management shall be entitled to summon any member of the staff to present her/himself at the assigned time and place for such an enquiry into the misconduct that may be alleged against her/him or another staff member. If a member of the staff charged with misconduct fails to appear at the enquiry without sufficient reason, the enquiry shall be preceded with Ex-parte.

The staff subjected to enquiry shall be permitted to be assisted by a co-staff and no outsider or legal practitioner shall be permitted to assist or defend the delinquent in the domestic enquiry. The staff shall be permitted to cross examine any witness deposing in support of the charges and also to produce witnesses, if any, in her/his defense and the statement of the witnesses examined at the enquiry shall be recorded.

On conclusion of the enquiry, the enquiry officer shall record her/his findings and disclose whether all or any of the charges leveled against the staff are established, or not. A copy of the proceedings of the domestic enquiry shall also be furnished to the delinquent staff after getting proper acknowledgement.

In awarding punishment under these rules if the charges are proved, the management shall take into account the gravity of the misconduct, the previous record, if any, of the staff member and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the management shall be furnished to the staff concerned.

Where disciplinary proceedings against a staff are contemplated or are pending or where criminal proceedings against that staff for any offence are in progress and the management is satisfied that it is necessary or desirable to place the staff concerned under suspension pending enquiry, the appointing authority, may by order in writing suspend her/him with effect from such date as may be specified in the order.

The staff placed under suspension is to be granted subsistence allowance subject to the law prevailing in the State (Payment subsistence Allowance Act 1981).

The staff shall not be entitled to receive subsistence allowance of 100% if the enquiry or criminal proceedings is prolonged beyond the period of 90 days for reasons directly attributable to the

staff, the subsistence allowance shall be reduced to 50% of the wages which the staff was drawing immediately before suspension.

No payment of subsistence allowance shall be made unless the staff member under suspension furnishes certificate of non-employment and the authority which ordered the suspension is satisfied that the staff member is not engaged in any other employment, business, profession or vocation.

If the staff, on being found guilty upon the conclusion of the enquiry or the criminal proceedings, as the case may be, is awarded any other punishment such as fine/stoppage of annual increment/ suspension/demotion/ discharge or dismissal. He/She shall be deemed to have been discharged/dismissed from the specified date.

In case of criminal case, the management has the right to continue with the disciplinary action. If on the conclusion of the enquiry, the staff has been found to be not guilty of any of charges framed against her/him, s/he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as s/he would have received if s/he had not been placed under suspension after deducting the subsistence allowance paid to her/him for such period.

Service of Notice

Any matter required to be notified under these rules and any notice by the management to the staff shall be displayed on the notice board or in a conspicuous place on the college/institutional premises. When they are so displayed, such matter of notice shall be deemed to have been communicated to the staff.

Any notice or communication intended for any staff may personally be delivered to him/her inside or outside the premises and the staff is bound to receive and acknowledge the same. In case of refusal on the part of the staff to accept the notice or communication, the same may be subsequently served on the staff in the presence of two employees of the institution as witness to by exhibiting the same on the notice board of the institution. Such refusal will be treated as deliberate act of misconduct and may render the staff liable to disciplinary action.

The notice may be mailed by post, registered certificate of posting to the last known address of the staff as specified in the records maintained by the College. The staff shall inform the Management, in writing of any changes in his/her residence address and the Management is entitled to rely on the staff's address of record as being the correct address for delivery of notice. Notice shall be deemed to have been served/received on the date of personal delivery to the staff, or upon actual receipt, or three postal workdays after the notice is mailed to the last known address of the staff with postage paid, whichever date is earlier. Staff is bound to accept delivery and acknowledge the notice.

In the case of staff, who is absent, communications dispatched by registered post with acknowledgement due, to the last known address of the staff shall be deemed to have been served. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board and such display shall be deemed to be adequate service of the communication or letter or notice on the staff.

Any matter required to be notified under these rules and any notice or communication by the Management to the staff shall be sufficient with regards to the language of communication if given in English.

XVII. LEAVE RULES

- Leave cannot be claimed by any staff as a right.
- The Principal/Correspondent shall be the competent authority to sanction leave.
- Leave applied for or sanctioned under these leave rules may be revised or revoked by the Principal depending upon the necessities and/or emergencies of work.
- Ordinarily no staff shall absent her/himself from work unless leave is sanctioned; Employees absent without authorization shall be subject to disciplinary action.
- For the purpose of leave, the calendar year shall be reckoned from 1 January to 31 December.
- Leave application shall be made in prescribed forms. Application for a period of more than 3 days shall normally be made at least 10 days in advance of the date from which the leave is required. In urgent and exceptional circumstances however, leave may be granted at anytime at the discretion of the head of the institution.
- All leave applications submitted to the Principal shall contain the signature of the head of the department, Vice Principal.
- A record of all sanctioned leave shall be maintained in a proper register in the department.
- No leave shall be granted to the staff against whom any disciplinary procedure is pending.

Casual leave

- It is granted to meet the special and urgent personal affairs.
- Every staff shall be entitled to 12 days of Casual leave in each Calendar year subject to the necessities and exigencies of work. Employees joining the service in the middle of a calendar year shall be eligible for casual leave proportionate to the remaining period of the year for which he/she is employed.
- Casual leave may be either prefixed or suffixed to Sundays, or statutory holidays.
- Casual leave is not granted more than three days at a time.
- Casual leave shall not be granted in continuation of other categories of leave.
- Casual leave may be availed of for half a day.
- Un-availed casual leave shall lapse on the close of the calendar year. This leave cannot be added to any other leave and the casual leave will be forfeited if not used.

Maternity Leave

- Married women employees of the institution shall be granted maternity leave of 60-90 days for the first two deliveries for confinement, provided her service has been regularized.

Leave on Loss of Pay

- Under extraordinary circumstances leave on loss of pay up to 10 days in a calendar year may be granted at the discretion of the Principal concerned. The nature of the exigency shall be clearly recorded.
- Leave for more than 10 days or extension of leave already granted may be permitted by the Principal only to cover periods of sickness or other extraordinary personal situations.
- The maximum leave on loss of pay granted shall not be more than 15 days in a calendar year. Leave on loss of pay will not be counted as service for any purpose.
- The staff who continues to be absent without permission in excess of the period for which leave without pay has been granted shall be liable for disciplinary action.

Procedure for Grant of Leave

- Leave is granted in accordance with the College leave rules. Ordinarily, the staff shall avail themselves of leave only after the leave is sanctioned by the superior who is competent to grant. Prior information to the Head of the Department is advisable to send substitute lecturers to the classes so that students are not left free.
- If a staff after proceeding on leave desires an extension thereof, he/she shall make an application in writing to appropriate authority.

Staff Welfare

- Every staff is expected to contribute actively to staff welfare and a good working climate.
- The employees shall update themselves by frequent seminars and workshops and short courses which will be arranged by the management and the employees are to attend it without fail.
- Once a year the management shall conduct an orientation programme.
- New employees get a positive introduction to the organization, its culture, ethos, values, work ethics etc. They are given an introduction to policies and procedures of the institution.

Provident Fund

- As per the current provident fund rules the required percentage of the wages (basic+ D.A) will be deducted from the staff's salary as his/her contribution and remitted to the provident fund commissioner of the Government under the P.F scheme. A corresponding contribution will be made by the management.

Gratuity

- The gratuity will be paid as per the law in force Gratuity Act 1972.
- Gratuity will be payable to a confirmed staff or her/his nominee on the termination of her/his employment after s/he has rendered continuous service for a period of not less than five years, and will be payable on her/his superannuation/retirement, resignation from service, retirement on medical ground or her/his demise. Staff dismissed from the service shall not be eligible for gratuity. In case of death of the staff gratuity will be paid to her/his nominee or if no nomination is made, to her/his legal heirs.

Note: The Management reserves the rights to modify, amend, alter, delete or add to these rules of the benefits as may be deemed necessary from time to time.

Performance appraisal

Every staff is assessed once a year on different parameters such as: quality of teaching, commitment, character, conduct, and performance, in the academic as well as other areas (research, publications, extension etc.). The contents of the performance appraisal shall generally be communicated to the staff. For a temporary staff, there will be semester-wise appraisal and feedback.

Termination of Employment Abandonment of service

If the staff absents her/himself or abstains from duty consecutively for more than 10 days without prior sanction of leave or permission, or without any intimation, she/he shall be deemed to have abandoned the employment.

If the staff continues to be absent beyond the period of leave originally granted or subsequently extended s/he shall be deemed to have abandoned the employment unless he/she:

- i. returns within 10 days of expiry of the leave and
- ii. gives a satisfactory explanation for his/her inability to return upon the expiry of the leave. The staff who is deemed to have abandoned service will forfeit all leave and other benefits which would have accrued to him/her, if he/she had not remained absent without permission. He/she shall, however, be paid the salary due to her/him for the actual service rendered by her/him up to the date of such termination of her/his appointment.

Termination of a regular staff

The appointing authority may terminate the services of any regular staff by giving three month's notice or three month's salary in lieu of such notice:

- i. On proved misconducts of the staff after following due disciplinary procedures as per law.
- ii. On administrative grounds in the interest of the institution.
- iii. By operation of law prevailing in the state.
 - i. On medical grounds as specified infra.

The staff, who desires to leave the service of the Institution, shall give three month's notice or three month's pay in lieu of notice to the institution before leaving service.

Notwithstanding anything contained in this rule, no notice shall be necessary if the termination of service is under an agreement or contract of service that specifies a date for such termination. In the case of employees where a different notice period is stipulated in the letter of appointment, such notice or payment in lieu of notice shall apply for termination by the head of the institution for leaving the service.

Notwithstanding what is stated above, the head of the institution reserves the right to refuse or accept the resignation of any staff when disciplinary proceedings are pending against her/him for breach of contract or for any other reason

Termination of the term appointee

The appointing authority can terminate the services of any term appointee with notice or salary in lieu of notice as per the term appointment.

Discharge on medical grounds

The management may call upon any staff at any time to appear before a medical officer or panel of doctors for her/his medical examination. If in the opinion of the Medical superintendent/Coordinator the staff is found incapacitated rendering her/him physically or mentally unfit for that specific work she/he had been discharging so far and in the opinion of the Medical superintendent/Coordinator the chances of her/his becoming fit again for the same work is considered remote, (to the satisfaction of the management) she/he may be discharged by the Management on the ground of continued ill health, with appropriate compensation to be decided from time to time.

Failure to submit to medical examination as required by the Principal will render the staff liable for disciplinary action.

Resignation

A regular staff may resign her/his employment with notice (as applicable) to the Principal or by paying salary in lieu of notice. However they would be relieved of their duties after handing over their charges to another staff specified by the Principal.

Every regular staff shall be entitled to 'Service certificate' at the time of leaving the service by the appointing authority.

Retirement

Superannuation: Every staff member shall retire from service in accordance with the existing rules (58 years) of the State, which shall be the age of superannuation.

Settlement of Accounts

The staff of the institution, on her/his dismissal or termination of the employment in the institution for any reason whatsoever, shall settle all her/his outstanding accounts due to the institution and other recognized funds, if any, before final separation and hand over any document, cash, equipment, or other properties of the institution in her/his custody and obtain a clearance certificate to that effect. Should s/he fail to do so, the Management shall be empowered to recover all such outstanding amounts and value of properties of the institution from any amounts that may be due and payable to the staff by way of salary, allowances and final settlement dues, or in any other appropriate manner whatsoever.



(Fr Dr S. Emmanuel SJ)



(Fr Dr P. Anthony SJ)