

LOYOLA ACADEMY

Degree & PG College
Autonomous and affiliated to Osmania University



GOVERNANCE, ROLES & RESPONSIBILITIES OF STAFF **(SERVICE RULES /CODE OF CONDUCT)**

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**PROCEEDINGS OF THE VICE-CHAIRMAN
LOYOLA ACADEMY EDUCATIONAL SOCIETY
SECUNDERABAD**

President: Rev. Fr. K.A Stanislaus, S.J.,

Sub: Service Rules – Framing of Service Rules and Regulations/code of conduct for adoption by the Educational Institution run by Management of Loyola Academy Educational Society, a Catholic minority institution Secunderabad - reg.

The Educational Institutions run by the Management of Loyola Academy Educational Society, are based on the nature of establishment aims and objectives on vision and mission of the Society. The Governing body of Loyola Academy Educational Society Opted to frame their service rules and regulations for the smooth running of the institution.

All these rules are herewith communicated to the Vice chairman, Correspondent, & Principal for adoption of these rules. So that these rules are made available and be applicable to all the employees to abide by the same. It is desired that the institutional authorities shall implement the rules to achieve the expected quality, good results and academic excellence. However, the Correspondent /Principal / are requested to seek clarifications if any doubt arises while implementing these rules.

Sd/-
Chairman
Loyola Academy Educational Society
Loyola Academy, Alwal
Secunderabad -500010, T.S.

FOREWORD

Loyola Academy (LA) is known for its Loyalty, Integrity, Responsibility, Transparency & Accountability to fulfill the Aim & Mission of the college. The knowledge is imparted taking the values of St. Ignatius of Loyola and Ignatian pedagogy which teaches through context, Experience, Reflection, Action and Evaluation from where unity of heart and mind is achieved and prepare students as agents of change Locally and globally with competence, conscience commitment and compassion.

It aims at the success of each student 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.

Students of LA play a crucial and active role in education developing excellent communication skills, being friendly and polite, and making practical applications of what they learn are some of the major roles that students play as learners in education.

They are introduced to knowledge based, Quality based, value based, skill based, creative based, broad based, analytical based, problem solving based, IT based, life based, induction based, industrial based, equity based, incubation & innovation based, multidisciplinary holistic education as it is been envisaged NEP2020.

Loyola Academy trains their students with good discipline in all their formative years. They are molded to be honest, fair, faithful, and purposeful through the orientations, teaching learning experiences, seminars, extension activities, club activities and other cocurricular and extracurricular activities to reach their unreachable goals. They are educated with the rules and regulations of the college as part of their progressive realization.

Loyola Academy tries to meet the basic personal, emotional, social, academic, health needs by appointing counselors, physicians, providing scholarships throughout their learning journey. Loyola counsels the students before they enter or right underpinning for the course, they want by stating its objectives, relevance & outcomes of the course/discipline. Students are recruited through entrance and interview mode.

The staff of Loyola academy have multiple responsibility of introducing their students to the ethos and culture of Loyola Academy by encouraging them towards self-exploration, helping them to purse their knowledge with purpose and plan preparing them for life to live, love, learn and be competent to discover the ultimate aim and larger purpose of life.

Therefore, the lecturer's in Loyola Academy should be able to abide the rules and regulations to promote the institution to achieve its greater heights by imparting the knowledge as per the signs of the times. They need to update their knowledge by adopting themselves with latest teaching aids, skills, IT & LMS based teaching and by learning to unlearn and relearn through MOOCS, Swayam, NPTEL and attending FDPs regularly etc. They should maintain an amicable relationship with the management, students and all its stake holders. Teaching, Learning, Research, incubation, and innovation should become part and parcel of their activity. Knowledge generation through research and its transmission via teaching, its acquisition and use by students should become a prime objective of LA. Every lecturer over the period should be able to acquire, NET, SET, PhD, and other related qualification to meet the demands of NEP-2020. They are encouraged to win laurels to the institution by winning awards, patents and acknowledgements by exhibiting their talents

locally and globally.

Higher education administration involves the good Governance and effective performing management and coordination of various programs and activities. The management of Loyola Academy has been striving during recent decades to provide quality education, equitable, need based, broad based analytical and skill-based education, with increased institutional autonomy, responsibility and accountability-initiated changes in methods and tools of management. They wanted to transform this institute as a world class educational institute by providing sustainable education, fostering accountability, responsibility, and promoting healthy competition among students to create agents of change both at the national and global level.

LA has a gamut of stakeholders who encourages the welfare, growth and success of the institution and its students. They include the administrators, teachers, staff members, parents, families, community members, alumni, veterans who served this institution, donors, other institutions or providers, accrediting agencies, vendors and suppliers, employers, taxpayers, non-government organizations, government and higher education academic faculty, Industry etc.

The aim of this document is to set out a framework for codes of practice in Loyola Academy and it is a manual which helps the Administration/Management, students and the staff to transform themselves as per the vision and mission of the institute to a newer reality and where they can establish a peaceful and coexisting society.

S.No	Title / Contents	Page No
ADMINISTRATION		
I	MINORITY EDUCATIONAL INSTITUTIONS: A. Safeguards	8
II	SOCIETY OF JESUS/JESUITS A. Jesuit Education	9
III	EDUCATION POLICY OF JESUIT INSTITUTION	10
IV	CHARACTERISTIC OF JESUIT EDUCATION A. Vision B. Mission C. Objectives	11
V	ROLE OF THE JESUIT COMMUNITY	12
VI	GENERAL ADMINISTRATION OF THE COLLEGE A. Chairman, B. Vice-Chairman C. Levels of decision making. a. At the Province Level b. At the Local Level D. Role & functions of governing body E. Functions of The Correspondent F. Functions of The Principal G. Financial Administration H. Functions of The Treasurer/Bursar a. General b. Maintenance of accounts c. Current expenses d. Payments e. investments	13-26
STAFF SERVICE RULES		
VII	INTRODUCTION A. Effective date B. Interpretation and Amendment	27
VIII	DEFINITIONS	28
IX	CLASSIFICATION OF EMPLOYEES BASED ON THEIR TENURE:	29
X	EMPLOYMENT AND CATEGORY OF EMPLOYMENT A. Biodata B. Record of Age C. Identity card	30-31
RESPONSIBILITIES / DUTIES OF EMPLOYEES WORKING IN LOYOLA ACADEMY		
XI	RESPONSIBILITIES OF THE PRINCIPAL	32-34
XII	THE VICE PRINCIPALS A. Special guidelines to PG Vice Principal	35-38
XIII	IQAC COORDINATOR	39-41
XIV	THE CONTROLLER OF EXAMINATIONS A. Introduction B. Appointment, Assistants & Accessories C. Semester End Examinations D. Valuation E. Financial Operations	42-46

	F. Publicity of Results G. Additional controller of exams	
XV	THE BLOCKIN-CHARGE	47-48
XVI	THE DEANS A. Dean of Administration B. Dean of Academics C. Dean of Cultural Affairs D. Dean of Science E. Dean of Commerce F. Dean of Arts G. Common Responsibilities of Deans	49-52
XVII	THE HEAD OF THE DEPARTMENT	53-55
XVIII	RESPONSIBILITIES OF ASSOCIATE, ASSSITANT LECTURERS LIBRARY DIRECTOR A. General Norms of a Lecturer B. Working Hours C. Responsibility and Accountability D. Dealing with The Students E. Academic Endeavours F. Leave Application G. Professional or Ethical Norms H. Handing Over the Responsibility to The Successor I. Maintenance of Discipline J. Dress Code K. Course Diary L. Invigilation M. Conduct of Practical Exams N. Promotion O. Parent Teacher Interaction	56-63
XIX	LIBRARY DIRECTOR A. Responsibility of Librarian B. Responsibility of Assistant librarian	64-66
XX	THE PHYSICAL EDUCATION DIRECTOR	67
XXI	NATIONAL CADET CORPS (NCC) A. Responsibilities of NCC coordinator	68
XXII	RESPONSIBILITIES OF NSS PROGRAMME OFFICER	69-70
XXIII	RESPONSIBILITIES OF PLANET OFFICER A. Responsibilities of Agri extension officer	71-72
XXIV	RESPONSIBILITIES OF PLACEMENT OFFICER	73
XXV	RESPONSIBILITIES OF NON-TEACHING STAFF A. Administrative Staff B. Office Superintendent C. IT Coordinator D. Office Staff (Senior / Junior / Record Assistant) E. Clerk Under OS F. Clerk in the COE G. Library Staff H. Library Clerk / Typist / Computer Operator I. Lab Assistants	74-80

XXVI	DUTIES OF CLASS IV EMPLOYEES A. Duties of Attenders B. Duties of Library Attenders	81-83
XXVII	HOSTEL ADMINISTRATION	84-85
XXVIII	OBLIGATIONS OF THE STAFF MISCONDUCT AND DISCIPLINARY PROCEDURES A. Misconduct Definition B. Minor Misconduct C. Major Misconduct D. Redressal Grievance E. Grievance Notice F. Procedure for Disciplinary Action a. Disciplinary action b. For minor misconduct G. Termination of Employment H. Termination of Regular Staff I. Termination of Term appointee J. Discharge on Medical Grounds K. Resignation L. Retirement M. Settlement of Accounts	86-95
XXIX	LEAVE RULES A. Attendance, Late coming & Absenteeism B. Casual Leave C. Maternity Leave D. Leave on Loss of Pay E. Procedure for Grant of Leave F. Staff Welfare G. Provident Fund H. Gratuity	96-99
XXX	RESPONSIBILITIES OF STUDENTS A. Guidelines for Students B. Classroom conduct C. Dress Code D. Student ID Cards E. Leave of Absence F. Parent Teacher Interaction	100-103
XXXI	CLASS LEADERS	104
XXXII	STUDENT COUNCIL MEMBERS	105
XXXIII	RULES FOR THE LIBRARY-STUDENTS	106
XXXIV	SUGGESTIONS / COMPLAINTS / GRIEVANCES & MISCONDUCT	107
XXXV	APPENDIX-I A. Temporary Appointment Order of The Staff B. Acceptance of The Appointment Order C. Regularization Appointment Order D. Regularization Acceptance Order	108-113

XXXVI	APPENDIX-II A. Final Evaluation Sheet of Lecturers B. Final Evaluation Sheet of Vice Principal/Block In charge/Coordinators C. Final Evaluation sheet of Placement Staff D. Final Evaluation Sheet of Librarian E. Final Evaluation sheet of Physical Education Director/S F. Final Evaluation Sheet of NSS/Extension Coordinators	114-119
XXXVII	APPENDIX-III A. Librarian Self Evaluation Sheet B. Physical Education Director Self Evaluation Sheet C. NCC Coordinator Self Evaluation Sheet D. NSS coordinator self-evaluation sheet E. PLANET/Extension coordinator self-evaluation sheet F. Placement staff self-evaluation sheet G. Lecturer Self Evaluation Sheet	120-126
XXXVIII	APPENDIX-IV A. Student evaluation of library staff B. Student evaluation of physical education director C. Student evaluation of NCC/NSS/Extension programme self-evaluation sheet D. Student Evaluation Sheet of Lecturers E. Course Evaluation Sheet F. Vice Principal/Block-in charge/Coordinator Evaluation Sheet G. Programme or Discipline Evaluation Sheet H. Placement Staff Evaluation by Students	127-135
XXXIX	Appendix -V A. Peer Group Evaluation Sheet of Lecturers B. Principal Evaluation Sheet of Lecturers C. Non-Teaching Evaluation form	136-138
XL	APPENDIX -VI A. LIST OF REGISTERS & FILES TO BE MAINTAINED IN THE OFFICES	139-141

ADMINISTRATION

I. MINORITY EDUCATIONAL INSTITUTIONS:

1. The Institutions owned and managed by the Society of Jesus (The Jesuit Province Society, Hyderabad) come under the category of Christian Religious Minority Institutions established and administered within the scope and ambit of safeguards of the Article 29 & 30 of the Indian Constitution.
2. The Constitutions framer in their wisdom sought to protect the rights of the Minorities not only to make them feel secure but also to achieve the integrity and unity of the country. While Article 29 protects the interests of the Minorities in general, Article 30 safeguards the right to Establish and Administer Educational Institutions of their choice.
3. The Special Educational Safeguards to Minorities have been elucidated from time to time by the High Courts and Supreme Court of India.

A. Some of the Safeguards are:

1. Right to establish and administer Educational institutions.
2. Right to affiliation/Recognition and grant-in-aid without surrendering the right of management.
3. Right to admit students belonging to other communities.
4. Right to the Medium of Instruction.
5. Right to appoint the staff (Including Correspondent / Secretary, Principal / Deans, Coordinators etc.) and to enforce motivation and discipline.
6. **Right to frame / alter or modify rules and regulations** pertaining to service conditions and code of conduct for its staff which are not violative of natural justice.
7. Right to fix the salary structure of the staff appointed and to have its own fee structure (GO MS No 1)

II. SOCIETY OF JESUS / JESUITS

1. The Society of Jesus known by the acronym “Jesuits” which constitutes a religious society in the Roman Catholic Church was founded by Ignatius of Loyola (1540). The Society specially involves itself in social work, education of children and youth. The Society’s priorities in education are not only academic excellence, but also formation of youth in discipline, hard work, moral and religious values.
2. These priorities are meant to prepare the youth for life by promoting intellectual excellence, uprightness of character, emotional maturity, scientific temper, spirit of healthy competition, co-operation and sportsmanship through co-curricular activities, moral sensitivity to the needs and rights of others especially the poor, religious tolerance and national integration. The society co-operates with other likeminded agencies, by the Governmental or otherwise, to develop healthy, God fearing personalities and leaders for the nation through the process of Human Resources Development.

A. Jesuit Education

A **Jesuit education** forms well-rounded students with a passion for knowledge and personal growth. This is one of the main philosophies of **Jesuit** teaching: cura personalis, or the care for the whole person.

III. EDUCATION POLICY OF JESUIT INSTITUTIONS:

1. The Jesuit institution /College is a place of integral formation of persons by means of a systematic and critical assimilation of academic excellence, spiritual formation and value-based leadership. The College stimulates the student, to exercise his/her intelligence through the dynamics of understanding to attain clarity and inventiveness. It helps the students spell out the meaning of their experience and their truths.
2. It is, essential that every member of the College community adopts a common vision, a common outlook on life, based on adherence to a scale of values in which he/she believes. It must never be forgotten that the purpose of instruction at College is education, that is, the development of and from within, freeing him/her from the conditioning which would prevent him from becoming a fully integrated human being. The College must begin from the principle that its educational programme is intentionally directed to the growth of the whole person.
3. As an institution for education it is one of the formal tasks of the College to draw out the ethical dimension for the precise purpose of arousing the individual's inter spiritual dynamism and to aid his/her achieving that moral freedom which compliments the psychological wellbeing.
4. All values, human and spiritual, especially those elucidated by the great Religious leaders and Indian thinkers shall find their echo in the content and methodology of the educational system. Human anthropology permeated by spiritual and ethical values must be the shared vision of the College community. The principles of universal human brotherhood necessitating the acceptance of God as the Father of all shall become its internal motivation and final goal.
5. The staff dedicate themselves in a special way to education particularly that of youth, disabled, economically, academically poor and others. They consider this work as an eminent service to humanity and a privileged means of promoting the formation of the whole person, since the College is a centre in which a specific concept of the world, of man/women and of history is developed and conveyed.

IV. CHARACTERISTICS OF JESUIT EDUCATION:

The aim of Jesuit Education is to prepare the student for life. He/she, as an individual and as a member of society, must be helped to develop qualities of the mind, the heart, as well as the necessary skills and attitudes which enable a concerned and contributing member of society and of the nation. A system of education to this end can be broadly identified to consist of the following areas of focus:

- a. Person oriented
- b. Social or other related
- c. Professional or work oriented.
- d. National or Citizen –related
- e. Universal Brotherhood and International understanding.
- f. Lifelong learning
- g. These areas receive their validity from the fundamental principles underlying the constitution of India.

A) Vision

To impart higher education with integral formation which involves academic excellence, spiritual growth, Social commitment and value-based leadership.

B) Mission

It is to form “men and women for others” and mould our students as global citizens with competence, conscience, and compassionate commitment. Special concern is shown towards the socially and economically underprivileged students.

C) Objectives

1. The primary objective of the College is to provide excellent higher education in a Christian atmosphere of all round excellence to all deserving students, especially those belonging to the Catholic Christian Community. It also admits other students, irrespective of their caste and creed.
2. The College strives to achieve the Jesuit educational goal of “Forming men and women for others”. Rev. Fr. Peter Hans Kolvenbacch, S.J., former Superior General of the Society of Jesus, Explains the Goal as follows:
3. “We aim to form leaders in service, in imitation of Christ Jesus, men and women of competence, conscience and compassionate commitment”. In other words, the aim of a Jesuit College is to produce men and women who are intellectually competent, open to growth, religious, loving, committed in doing justice and generous service to others without any prejudices based on race, religious, caste or language.
4. We will have failed in our mission if a student leaves the portals of our institution without having grown in his sense of the Divine, reverence of the sacred, respect for human life, compassion for the poor, concern for justice, awareness of oppressive social structures and commitment to help build a more just and more humane community.” In working to achieve this goal, the college as a minority educational institution reserves for itself its inherent and constitutionally recognized right of management and administration.

V. ROLE OF THE JESUIT COMMUNITY

1. Jesuits have been engaged in university quality teaching, research, innovation and scholarly publication almost since the foundation of the Society (GC 34: 404).
2. 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.
3. 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.
4. 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.
5. 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.
6. 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. 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 government GOs 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.

VI. THE GENERAL ADMINISTRATION OF THE COLLEGE

1. The Board of Management/executive body 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. Constant consultations and meetings to be held by the Principal with the vice principals and the Jesuits who work in the college.
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 to make it a common and united endeavor.
3. The Andhra Jesuit Province Domestic Employees Regulation is to be followed regarding the salary and service conditions of the domestic staff. The sanction of the House Consult is needed before making them permanent.
4. The number of both the teaching and non-teaching, is to be appointed as per the UGC norms. The house consult should pave the way to pave the EPF and gratuity to the teaching and non-teaching staff based on the governing body decisions.

A. Chairman (Provincial):

1. 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.
2. He shall be the authority to issue any statement in the name of the Society.
3. He shall have an overall control over the administration of the Society.
4. He may delegate his powers to the Vice-Chairman whenever necessary.
5. He approves and sanctions the building and infrastructure permissions those that are within his preview or writes to Fr. General for his approval.

B. Vice-Chairman (Superior / Rector):

1. He shall act as Chairman during the absence of the Chairman and shall exercise during such period all powers of the Chairman.
2. He shall also exercise the power the Chairman has delegated to him.
3. He shall be a motivating and guiding force in taking the higher education institution to full fill its aims and goals.
4. He shall be animating the Jesuit community to full fill the responsibility laid on the Jesuit community.
5. Can sanction to take up the repair or small construction or infrastructure works those that are within his preview/as per the norms of the society and informs the chairman/provincial.
6. He will have frequent meetings with the correspondent and the secretary to know the function and growth of the institution.

C. Levels of Decision Making:

About a Jesuit Institution, there are two levels of decision-making:

1. At the Province level by the Provincial assisted by his Consult.
2. At the local level, by the local Superior assisted by his Consult.

a. Decision Making at the Province Level:

1. Appointment of Jesuit personnel to the institutions.
2. He in consultation with the vice-chairman and the higher education coordinator/consulters selects and sends the Jesuits for higher education or for further qualification.
3. Starting of new Degree, Diploma, PG, Professional courses.
4. Planning and construction of new buildings or expansion of existing ones in accordance with the Society's guidelines.
5. The use of surplus income of institutions.
6. Appointment of review committees to look into grievances referred to him.
7. 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.
2. The Superior assisted by his Consult which is the standing committee of the Managing Board decides on the following:
3. 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.
4. The limit of expenditure is **(Rs.15 lakhs...?)** for the local Superior.
5. In emergency situations and on issues where there are serious differences of views between the Director and the Jesuit staff, the superior acts as mediator to settle the issues amicably if needed be try to diffuse the situation after consulting in the house consult.
6. The Director (Principal/Correspondent) together with the Superior and the Jesuit academic staff decide on the following: The promotion of staff, non-teaching staff, Disciplinary action against the errant staff, raising of funds for specific purposes etc.
7. 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.
8. 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.
9. 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 Body 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.

10. Ideas may also come from other advisory bodies like the admission committee,
11. 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.
12. 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.
13. The Polices and the changes made in the code of conduct made for the future/next academic year should be placed in front of the governing body for its approval.

D. The Role & 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 / schools / business schools / technical courses / vocational courses etc. 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/scholarships from those authorities with their terms and conditions enforced by them.
8. It may give financial assistance to the Institutions.
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 ensure the quality progress of the institution by maintaining the norms of the UGC/AICTE/Parent University where so ever applicable.
13. It shall appoint the local level "Staff Selection Committee" which will conduct interviews and be responsible 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. However, the staff selection is done with the university panel both for temporary and permanent posts of lecturer, Assistant, Associate and professor posts etc.

14. It shall take necessary steps to resolve disputes, restore normalcy and provide for alternate arrangements.
15. It shall also be the immediate appellate authority as regards grievances and disputes between the management and the staff.
16. 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.
17. 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.
18. It shall look into all the (action plan)/s and policy matters concerning the educational Institutions.
19. It shall appoint auditors for the society and for the Educational Institutions under the Society.
20. 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.
21. It shall approve the report of the activities of the Society.
22. It shall amend the rules of the Society.
23. It shall regulate opening, closing or upgrading of classes of any department of the Institutions as per the recommendations of the Executive Bodies.
24. 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.
25. It shall appoint a Secretary or Correspondent and Principal for the Educational Institution of the Province, who shall be Members of the Society.
26. It shall examine and sanction approval regarding building proposals, sites, extension proposals and the like. Major development and expansion of the institutions.
27. It shall approve the annual budget and audit reports of all the Educational Institutions at its annual meetings.
28. 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.
29. 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).
30. It shall approve the promotion of the staff members to higher grades/posts.

E. 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; internet and related works (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 investigates 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. He shall get the complete evaluation of the staff from the Principal of every semester and maintain the records in his office for the analysis of the staff performance in the institution.
12. The Correspondent shall normally function for a period of three years.

NB: The correspondent of the college Should make sure to provide Health Centre in the nature of a dispensary and the basic facilities Such as Canteen, safe drinking water facility, Recreation Room, Common Room, Counseling Centers for students, Campus development like construction of roads, providing electricity laying / renovating sewerage lines, plantation, and development of the land, etc.

F. 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. The Principal chalks out Institutional development plans (IDP) along with the policies to execute the vision and mission and devotes himself with the highest integrity to exhibit outstanding and strong leadership skills.
3. 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.
4. He should be objective, supportive, protective and law abiding.
5. He needs to be familiar with the rules regulations and service rules to run the institution.
6. 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.
7. He shall maintain a good rapport with various government, administrative and university officials.
8. He shall be able to respect the extracurricular and curricular activities of the institution and encourage the students towards their all-round development.
9. 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.
10. He must play a vital role in motivating and inspiring the academic community towards quality excellence. His administration is governed by Ignatian discernment, emotional maturity, teamwork, mutual trust and inner freedom that do not seek any personal goals.
11. He is totally accountable for the educational standard of the institution in all aspects.
12. He monitors, manages, and educates the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
13. Empower all his staff and students to reach their maximum potential.
14. 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.
15. He supervises all the academic programmes of the college and keeps the Correspondent informed of all matters of general and financial administration.
16. 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.
17. 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, 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 local & national 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; UGC funds, Autonomy; examinations and President of all the Associations in the college, informing the correspondent about the promotion of permanent, assistant, Associate, professor, or detention of the staff.

18. He shall be maintaining all the files (UGC, AICTE, University TSCHE, affiliation orders, Certificates (NAAC, AUTONOMY) that are related to the principal's office with an indent and preserve them carefully.
19. He should know all the important passwords of the official computers, internet, ERP etc. of the institution.
20. He should maintain the student Teacher ratio as per UGC and AICTE guidelines.
21. He should motivate the staff to be the consultants, resource persons, filing patents, book publishing winning awards to the institution etc.
22. He should make sure that each discipline has an innovation and incubation center to bring out the creative learning of the students.
23. He shall regularly follow the timetable for the staff with the help of HODs and the Deans.
24. He should be aware of all the FDP programmes conducted for the welfare and growth of the staff and encourage them to participate in those programmes.
25. He should inspire all the staff to equip with, every year with one or two NPTEL / MOOCS / SWAYSM programmes. He should make sure that every staff publishes research papers in UGC prescribed journals.
26. He should make sure eventually that most of the staff hold PhDs. for the welfare of the institution.
27. He should aim at inculcating the multidisciplinary and holistic approach in the institution.
28. He shall encourage the staff to have more MOUS with industry and foreign institutes. He shall conduct various meetings with different stake holders of the institution and maintain the records.
29. He shall encourage Alumni to contribute funds towards welfare of the poor students.
30. He should organize intuitional Parent teacher meetings on regular basis.
31. He should conduct College Day and cultural fests of the college every year without fail.
32. He should be a constant guide to the placement office to improve the placements by contacting different well-established industries and institutes.
33. He should be quick in incorporating the new changes that happens in the higher education for enhancement of quality education.
34. The Principal will appoint the coordinators, Deans, Heads of the Departments based on rotation as per the ability of the staff in consultation with the correspondent.

35. He is responsible for preparation of self-study report or reaccreditation report for NAAC and prepares the college meticulously for the NAAC accreditation and other accreditations. Prepares the college for NIRF ranking. Checks with IQAC coordinator updating of AICHE / AQAR, annual reports to be submitted to the concerned authorities.
36. It is the duty of the Principal to establish clear channels of communication and facilitate interaction.
37. 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.
38. The Principal elicits the opinion of the academic community (including Jesuits) with regard to the selection of Vice- Principals, Controller of Examinations and Deans. The proposals are discussed among the teaching fathers. It is the Principal who appoints them to these offices.
39. A manual of workbook for the different officials of the college is prepared and made available for reference. The role responsibilities and rights of all the different officials who assist the Principal should be clearly defined.
40. 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. He conducts board of studies and organizes Academic council meetings every year.
41. Ensures that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
42. He foresees the major events and functions and informs the concerned people in advance.
43. He shall foresee the meetings in advance and prepare the agenda for every meeting and inform the people concerned at least a week before and maintain the minutes.
44. He conducts regular College men meeting to update the progress of the college.
45. He is responsible for the religious formation of catholic students and the value education of non-Catholic student
46. He shall be a responsible religious member of the society in maintaining the academic excellence and overall development of the institution.
47. He supervises the work of nonteaching staff and their regularity and punctuality.
48. He ensures to conduct the bridge courses and remedial classes of those students who are poor in their language and studies
49. He shall conduct staff and student orientations in the beginning of the academic year and conducts regular staff meetings to enhance the value based academic excellence.
50. 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.
51. 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.

52. He shall provide ICT Requirements to the college: Information Communication and Technological (ICT) requirements, if any.
53. The Principal is the secretary of the Governing Body of the college
54. The unaided principal will normally function for a period of six years.
55. 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.
56. 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.
57. Under General Plan Development the principal has to foresee enhancing access, ensuring equity, Imparting relevant education, Improving quality and excellence, making the college administration more effective, enhancing, and enriching.
58. The principal shall provide Equipment for laboratories, special office equipment (excluding furniture, and computers) and modern teaching aids, like Multimedia Projectors, Overhead projectors etc.
59. The principal should encourage Innovative Research Activities and seed money can be provided for additional Research Activities planned not covered under major and minor research projects.
60. The principal foresees the preparation of Institutional development plan(IDP), registering the institution in Academic branch of Credits (ABC), labs to be updated, new labs to be created, facilities providing to the staff, maintaining good rapport with the officials& stake holders, generating active MOUS, getting affiliation orders on time from parent University, promoting the staff based on their API index, looking into student staff ratio as per the UGC guidelines, maintaining the perfect data of the institution like applications received, students admitted, and students progression, Student detention, pass percentage of the students, government clearances on academic matters, UGC funds, encouraging the staff to apply for minor and Major projects, updating the institute as per the UGC guidance, Taping funds from various resources like DBT, DST etc. making sure the staff is appointed before starting the course, supervising the remedial courses, encouraging the student centric methods, participative learning, providing infrastructure of teaching AIDS to the staff, arranging orientations for the new joining staff, conducting periodical evaluations etc.

G. Financial Administration

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. The Superior and the House Consult are kept informed of the transaction of all the accounts operated by the Correspondent and the Principal.
22. The statement of accounts is to be submitted to the House Consult and the community once in six months.
23. 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.
24. Investments are not made in any private person's account. All investments are in the nationalized banks or in the public sector.
25. 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.
26. 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.
27. 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.

28. 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.
29. 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.
30. The Principal and the Correspondent are accountable to the Board of Management and the Governing Body.
31. The finance committee of the college functions under the chairmanship of the Principal as per the UGC guidelines.
32. 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.
33. 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.
34. 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.

H. Treasurer / Bursar

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 receive 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 paid.
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 & Bona fide 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 is 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 is 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 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 / bursar. 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

VII. INTRODUCTION:

1. 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.
2. 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.

A. Effective date

These rules are effective from **11.03.2021** on matters covered by these rules.

B. Interpretation and Amendment:

1. These rules shall be interpreted by Loyola Academy Society / Governing body / as they may be amended from time to time as per the perceived need. If there is any ambiguity or conflict between these rules the interpretation is given by and ratified by the Governing Body.
2. 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.

VIII. 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 oversees 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 / The Jesuits working in the college 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 ex. Late coming /erring what is not expected during the duty hours.

IX. CLASSIFICATION OF EMPLOYEES BASED ON THEIR TENURE:

1. 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.
2. **“Permanent employee”** is one who is appointed against a permanent post and has completed the period of probation/temporary satisfactorily and has been confirmed in writing by the Appointing Authority.
3. **“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.
4. **“Contract employee”** is one who is employed on a contract for a stipulated period. On-Contract employees shall be entitled only to the benefits specified in the contract of employment in writing.
5. **“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.
6. **“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.

X. EMPLOYMENT AND CATEGORIES OF EMPLOYMENT

1. 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.
2. No staff is entitled to be confirmed or treated as a permanent Staff by reason alone of having completed the required period. Permanent status is not effective until the staff has satisfactorily completed the required period and until a permanent status is confirmed by the management through an interview panel as per the guidelines of the autonomy and then in writing by the Appointing Authority.
3. The services of a temporary staff/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.
4. In case a regular staff in a particular department is elevated (not promoted) to a new level / post (controller of examination, coordinator, Dean, HOD, block in charge, IQAC / NCC / NSS, PLANET etc.) 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.

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

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

Class I: Principal, Vice Principal,

Class II: Controller of examination, Dean of Administration, Professor, Associate Professor, Assistant Professor, Lecturer, Librarian, Sports director, Block in charge, NSS / NCC coordinator / PLANET in charge / Dean Student affairs, Dean of Academics etc.

Class III: Placement officer, 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

A. 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.

B. Record of Age

1. 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:
2. Birth certificate validly obtained from Corporation, Municipality, MRO, Registrar of Births and Deaths, or the school/institution where the staff last studied.

3. School leaving certificate;
4. Current passport issued by the Government of India.
5. 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.
6. 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.
7. 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.

C. Identity Card

1. The Staff / employee shall always wear the Identity Card provided by the Management in the College.
2. 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.
3. If the employee loses or damages his/her identity card, he/she shall be provided with a new card.
4. In case of any change of address, all employees are obliged to intimate the same in writing to the authorities concerned.

RESPONSIBILITIES / DUTIES OF EMPLOYEES WORKING IN LOYOLA ACADEMY:

The basic purpose of education is to create Knowledge with skill and creativity and to impart value based, broad based, deep learning, with scientific outlook and commitment to the ideals of the institution and the nation at large. Higher education should strive for academic excellence, and progress of arts, commerce and science and technology. Education, teaching, learning, evaluation, research, and extension should be conducted in conformity with our Ignatian pedagogy, local, national and global needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

XI. RESPONSIBILITIES OF THE PRINCIPAL

1. The Principal chalks out Institutional development plans (IDP) along with the policies to execute the vision and mission and devotes himself with the highest integrity to exhibit outstanding and strong leadership skills.
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 should be objective, supportive, protective and law abiding.
4. He needs to be familiar with the rules regulations and service rules to run the institution. He needs to be familiar with the government GOs on education.
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 must play a vital role in motivating and inspiring the academic community towards excellence. His administration is governed by Ignatian discernment, teamwork, mutual trust and inner freedom.
7. Empower all his staff and students to reach their maximum potential.
8. He supervises all the academic programmes of the college and keeps the Correspondent informed of all matters of general and financial administration.
9. 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.
10. 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, 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, 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, identifying the poor students to support with management scholarship, admission of students, maintaining student and staff discipline, officially in charge of the hostels, NAAC Accreditation; UGC work; Autonomy; examinations and President of all the Associations in the college.
11. The Principal will appoint the Deans coordinators, Heads of the Departments on the basis of rotation as per the (ability and) seniority of the staff in consultation with the correspondent/management.
12. He is responsible for preparation of self-study report or reaccreditation report for NAAC and prepares the college meticulously for the NAAC accreditation.

13. It is the duty of the Principal to establish clear channels of communication and facilitate interaction.
14. 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.
15. The Principal elicits the opinion of the academic community (including Jesuits) with regard to the selection of lay Vice- Principals, Controller of Examinations and Deans. It is the Principal who appoints them to these offices.
16. The role, responsibilities of all the different officials who assist the Principal should be clearly defined.
17. 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.
18. He Ensures that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
19. He foresees the major events and functions and informs the concerned people in advance.
20. He shall foresee the meetings in advance and prepare the agenda for every meeting and inform the people concerned at least a week before and maintain the minutes of such meetings. He should maintain the student Teacher ratio as per UGC and AICTE guidelines.
21. He should motivate the staff to be the consultants, resource persons, filing patents, book publishing winning awards to the institution etc.
22. He should make sure that each discipline has an innovation and incubation center to bring out the creative learning of the students.
23. He shall regularly follow the timetable for the staff with the help of HODs and the Deans.
24. He should be aware of all the FDP programmes conducted for the welfare and growth of the staff and encourage them to participate in those programmes.
25. He should inspire all the staff to equip with, every year with one or two NPTEL/ MOOCS/ SWAYSM programmes. He should make sure that every staff publishes research papers in UGC prescribed journals.
26. He should make sure eventually that most of the staff hold PhDs. for the welfare of the institution.
27. He should aim at inculcating the multidisciplinary and holistic approach in the institution.
28. He shall encourage the staff to have more MOUS with industry and foreign institutes. He shall conduct various meetings with different stake holders of the institution and maintain the records.
29. He shall encourage Alumni to contribute funds towards welfare of the poor students.
30. He should organize intuitional Parent teacher meetings on regular basis.
31. He should conduct College day and cultural fests of the college every year without fail.

32. He should be a constant guide to the placement office to improve the placements by contacting different well-established industries and institutes.
33. He should be quick in incorporating the new changes that happens in the higher education for enhancement of quality education.
34. He is responsible for the religious formation of catholic students and the value education of non-Catholic students.
35. He shall be a responsible in maintaining the academic excellence and overall development of the institution.
36. He supervises the work of nonteaching staff and their regularity and punctuality.
37. He ensures to conduct the bridge courses and remedial classes for those students who are poor in language and studies.
38. 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.
39. He shall meet various Heads of the department, Deans, coordinators and the controller of examinations at frequent intervals and get the appraisal/evaluation of the functioning of their departments.
40. 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.

XII. 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 Vice-Principal shall be role models to the staff and student communities in all the responsibilities that they undertake.
4. The Vice-Principal shall foster a culture of professionalism
5. He Exhibits good leadership qualities, and he shall be a role model to the student.
6. He shall be nurtured with good administrative qualities.
7. He shall be an optimistic motivator of the student community.
8. He shall look after the discipline of the institution.
9. He is available to the student and the staff in their need.
10. He shall organize orientation, seminars, workshops to help the student community to know about the institution and its values.
11. He Builds a good rapport and relationship with staff and students.
12. He shall take calculative risks to help the institutional and students' progression.
13. He takes regular motivation /value classes.
14. He encourages the student to go on industrial trips/participate in seminars / workshops.
15. He creates a sense of belongingness towards the college ethos and values.
16. He understands the psyche of students and guides them in time of their need.
17. He guides the council members of the college to perform their duties and responsibilities to the optimum level.
18. He encourages creative and innovative ideas from students, teachers, and parents for how to improve the learning environment of the college culture.
19. When problem-solving, he gathers information from multiple relevant sources and stakeholders, such as teachers, parents, students, other Deans etc.
20. He Makes timely decisions, using intuition as well as data in the face of ambiguity.
21. He Listens attentively to the problems and concerns of students and the staff and understand the point of view of students, staff etc.
22. He Speaks in a clear and articulate manner, adapting communication content and style to different audiences.
23. He Motivates, staff and students to action by expressing enthusiasm, optimism, and passion for ideas and initiatives.
24. He Creates an environment in which people from diverse backgrounds and perspectives enjoy their stay in campus.
25. He Monitors the departmental curriculum and progression of the department in implementing the curriculum.
26. He prepares the almanac of the year with the help of the departmental heads.

27. He organizes the programmes / events / club activities / festivals of the college.
28. He Supports the department to improve instructions adapting 21st century teaching learning skills.
29. The Vice-Principal shall be qualified academically and should be able to take at least eight to ten hours of class per week.
30. The vice principal assists the Principal during the time of student admissions, staff recruitment.
31. He is responsible for all that concerns their attendance, regularity, leave of absence, leave on duty, medical leave, late coming, absence without leave and discipline.
32. The Vice-Principal studies the results of the students and keeps in touch with the weaker students.
33. The Vice-Principal also meets the parents of those students, weak in studies, to discuss the progress of their wards.
34. The vice principal keeps the principal informed about the concerns of staff and students.
35. He assists the principal in monitoring the schedule of activities as per the calendar which is prepared by calendar committee in which he is a member.
36. The Vice-Principal is part of consultation as and when there is a change in the schedule of the activities as per the calendar.
37. He signs the bus passes, railway concession forms, conduct certificates etc.
38. He is in-charge of preparing ID cards for the staff and students.
39. The vice principal monitors the staff, their regularity, discharge of duties their interaction with the students inside and outside the classroom and takes immediate corrective action wherever it is necessary.
40. He monitors 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.
41. Generally, the UG Vice principal is the Director of Sports.
42. He shall learn all the administrative works from the authorities, apart from their regular teaching and learning.
43. He shall always manifest their scholarship, hard work and leadership qualities while deals with the staff and students.
44. He along with the cultural heads selects the students for prizes and medals.
45. He approves the class tours and field trips of students in consultation with the Principal.
46. He visits the exam halls during internal tests and semester examinations.
47. He looks after the general discipline during functions.
48. He attends to the general needs of the girl students.
49. He participates 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)
50. He identifies the poor students and recommends them for scholarships and concessions.

51. He keeps 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.
52. He meets the Principal regularly and keeps him informed of all developments. He is also in constant touch with the Heads of Departments.
53. He ensures the cleanliness of the classrooms, labs and inform the concerned authorities for their upkeep.
54. He looks after the daily, weekly, and monthly attendance. The daily weekly and monthly attendance is displayed on the notice board.
55. He looks after the routine affairs of the college in the absence of the Principal.
56. Once in a week the Vice Principal/s will have a meeting with Principal.

A. Special guidelines to PG Vice Principal:

1. For preparing the almanac along with the HODs of all the PG courses and submit the copy for the approval of the Principal.
2. He takes responsibility in preparing the class timetable of all the PG courses with the help of HODs.
3. He after verifying the adjusted class hours sends the staff leave letters to Fr. Principal for their approval.
4. 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.
5. 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., student's attendance, parents meeting, any other problems related to the course (NB: should be done with the permission of the principal).
6. He will head the PG handbook preparation committee.
7. He takes care of the filling of management seats for all the PG courses in coordination with the Principal.
8. 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.
9. He grants permission for students to attend workshops, seminars etc. and coordinates industrial / academic tours within and outside the state with the approval of the principal.
10. The Principal keeps the Vice Principal Informed of any other matter related to academics.
11. 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.
12. 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.

13. The Vice-Principal will be appointed as Chief Superintendent of exams from the Principals office.
14. The Vice-Principal should organize once in a term Parent Teacher meeting.
15. The Vice-Principal Supervises and improvise the learning management systems and processes.
16. The Vice-Principal ensure a stimulating classroom learning experiences to students.
17. The Vice-Principal keeps abreast of advanced developments in academic issues, methodologies and technologies.

XIII. FUNCTIONS OF INTERNAL QUALITY ASSURANCE CELL (IQAC):

1. The Internal quality Assurance Cell (IQAC) is the Soul of Loyola Academy which helps to draw a clear picture of the institutional academic and administrative quality activities.
2. Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC shall be established for quality sustenance measure and to pursue the institutional Action Plan for performance evaluation, assessment and accreditation and quality up-gradation.
3. The prime task of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of institution.
4. The IQAC shall channelize the efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations after the post accreditation.
5. The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.
6. The IQAC success depends upon the sense of belongingness and participation in all the constituents of the institution.
7. The IQAC will be a facilitative and participative voluntary system/unit/organ of the institution.
8. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventions strategies by IQAC to remove deficiencies and enhance quality like the “Quality Circles” in industries.
9. The IQAC develops quality benchmarks of the institution and guides the heads for application of those benchmarks.
10. The IQAC coordinator specifies various academic and administrative activities of the institution expected by accrediting agencies.
11. The IQAC coordinator facilitates the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
12. The IQAC coordinator Collects and analysis of feedback from all stakeholders on quality-related institutional processes.
13. He / She Disseminates information on various quality parameters to all stakeholders.
14. He / She Organizes inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
15. The IQAC coordinator Documents the various programmes / activities leading to quality improvement.
16. He / She acts as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
17. The IQAC coordinator Develops and maintains institutional database through ERP for the purpose of maintaining / enhancing the institutional quality.
18. The IQAC coordinator conducts periodical Academic and administrative Audit (AAA) and notifies the corrections to the departments.
19. The IQAC coordinator plays a vital role in submission of Annual Quality Assurance

Report (AQAR), All India Survey of Higher Education (AISHE), National Institutional Ranking Framework (NIRF) before the due date.

20. On behalf of the institution he/she submits yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively.
21. The IQAC coordinator gets ratified / approves by the management (such as Governing Body, Board of Management) and statutory bodies of the institution for the follow up action for necessary quality enhancement measures.
22. NIRF ranking is based on the criterion of teaching learning resources, research & professional practices, graduation outcomes, outreach and inclusivity programmes and overall perception of the student community and maintenance of quality. The IQAC coordinator helps the head of the institution in promoting quality in the areas that are required for the ranking.
23. AISHE survey collects data on several parameters like teacher's, student enrolment, student teacher ratio, programmes, examination results, education finance, infrastructure etc. The IQAC coordinator along with the help of the data monitoring/maintaining community presents the correct data to AISHE so that there cannot be any deviation when filing for AQAR / IQA reports.
24. The IQAC coordinator ensures timely, efficient and progressive performance of academic, administrative and financial tasks.
25. The IQAC coordinator optimizes and integrates the modern methods of teaching and learning and the credibility of assessment and evaluation process.
26. The IQAC coordinator shares with the staff the research findings and networking with other institutions in India and abroad.
27. The IQAC coordinator Ensures clarity and focus in institutional functioning towards quality enhancement.
28. He / She Ensures internalization of the quality culture.
29. He / She Ensures enhancement and coordination among various activities of the institution and institutionalize all good practices.
30. He / She provides a sound basis for decision-making to improve institutional functioning.
31. The IQAC coordinator Builds an organised methodology of documentation and internal communication.
32. IQAC gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.
33. The coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.
34. Operational Features of the IQAC Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, so that the IQAC coordinator shall have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
35. The IQAC coordinator shall have devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality.

36. The IQAC coordinator shall have the right balance between the health and growth of an institution needs to be struck.
37. The IQAC coordinator must ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards.
38. The IQAC coordinator will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.
39. The IQAC coordinator has to maintain the minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website. Mandatory submission of AQARs on a regular basis. Uploading the AQAR’s on institutional website for access to all stakeholders.
40. The IQAC coordinator prepares the institution for NAAC accreditation before 6 months of expiry date with the help of his/her team members under the guidance of the principal.

XIV. THE CONTROLLER OF EXAMINATIONS

A. Introduction:

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.

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.

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 there of
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 breakup 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:

1. 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.
2. He / She has the right to choose anyone from the panel suggested and send letter of appointment as question paper setter.
3. He / She might also get a question paper set by the professor teaching the subject.
4. He / She has the right to choose any one of the question papers submitted, for the actual examination.
5. He / She sanction all the remuneration for paper setting and reimbursement of any postal expenses incurred by the paper setter.

6. He may make the payment directly or through the Bursar.
7. 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.
8. 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.
9. The Principal / Director appoints a Chief Superintendent and an assistant Superintendent to supervise the conduct of the exams, in consultation with the Controller.
10. The Chief Superintendent monitors the conduct of exams which includes supplying the materials needed, appointing the invigilators and issuing the question papers.
11. 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.
12. The practices shall be conducted in batches.
13. 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.

14. Valuation:

1. The controller of Exams is the sole authority to appoint evaluators to value the answer scripts, either central or Door valuation if any.
2. He fixes the date of submission of the Project reports and Dissertations in consultation with the Principal and appoints examiners for valuing them.
3. 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.

E. Financial Operations:

1. The Controller does not operate any account. The Accounts relating to the Examinations are operated by the Principal/Director.
2. The remuneration payable for the works connected with the semester exams are fixed as per the norms of the Parent University.
3. The controller sanctions all the amounts payable to the paper setters, the evaluators and other ancillary staff as per the University/ Institute norms.
4. 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.
5. He / She is also permitted to sanction Special Allowance to his own Staff for the Works related to the conduct of Examinations.
6. The surplus in the Examinations Account is transferred to the Management Account operated by the Correspondent of the College.

F. Publication of Results:

1. When the Results are ready to be published, the controller suggests a date for the meeting of the Awards Committee to pass the results.
2. 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)

3. 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.
4. The results are published; the Controller's office prepares the mark statement for each semester and also the consolidated statement.
5. 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.
6. After the declaration of results, any student who is not satisfied with the result may apply for the remedy.
7. 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.
8. Finally the Principal sends the detailed results to the University Authorities for preparing the Provisional Certificate and the Degree Certificate.

G. 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 proofread, if it is required.

Conduct of internal examinations:

1. Preparation of seating arrangement
2. Preparation of room wise Invigilator's list
3. Preparation of Non-teaching staff for each exam
4. Coordinating scrutiny of internal examination answer scripts
5. After scrutiny consolidates absentee lists and sending the copies to principal office, COE office, Vice- Principal Office, Attendance clerk.
6. Responsible for distribution of Answer bundles to concerned subject faculty after taking the signature.
7. Responsible for display of Examination timetables, various other notices to the notice boards and maintaining file related to all the internal examinations.
8. Coordinates with all the block-in charges other additional controller of examinations for Collection of attendance, finalization of Attendance, Marks etc.
9. Entry of Internal examination marks and publication of Results
10. Time to time supports COE in preparing CIA
11. 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.
12. Helps the Controller of Examinations, other Additional Controllers and Superintendent for checking of the Memos to be issued.

13. Any other related works assigned by Controller of Examinations time to time for smooth conduct of examinations.
14. Must consult controller of examinations on any matter of urgency/confidential/general.
15. All the above duties/responsibilities are to be maintained with high degree of confidentiality.
16. 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.)

XV. 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 timetable 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 about 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 classrooms 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 importance 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 concerned 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 principal 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 classrooms.
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 timetable 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 classroom. 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.

XVI. THE DEANS

The Deans (Dean of Administration, Dean of Academics, Dean of cultural Activities, Dean of science, Dean of commerce, Dean of Arts, Dean Student affairs etc.) are appointed by the principal and play a specific and cumulative role for the maintenance of the quality culture of the institution.

A. Dean of Academic Administration:

The dean of administration supervises the infrastructural needs of the departments and develops innovative strategies and logistics in academic administration functions and functions/works directly under the leadership of the principal. The dean works for the smooth conduct of the classes and labs and shall be able to diffuse the conflicts that arise between staff, students/Stake holders. He will be available for all the college administrative programmes. He/she conducts staff evaluations, peer group evaluation, Course outcome evaluation, programme outcome evaluation placement cell evaluation, Sports director evaluation, NSS, NCC, PLANET evaluation etc. and their performance and submits timely coded report to the head of the institution. He/she monitors the almanac of all the disciplines and helps in compiling the handbook. He/she develops academic programs and activities for students along with the head of the institution and the vice principals. He/she gives guidelines to the placement to invite companies based on the courses that the college introduced. He/she supervises the computer labs networking labs, campus computers, College website, ERP, MS teams, CC-cameras etc. He/She needs to investigate the infrastructural need for the following year and inform the head of the institution in writing. He/She helps the principal in admission process. He/She Supervises guest lectures, seminars both national and international, Publications etc. He/She ensures Safety and security of people and property on the campus (often organized as an office of (Public safety campus security etc.) He/She helps the head of the institution for Fundraising from Alumni and private individuals and foundations ("development" or "advancement"). He/She investigates public affairs (including relations with the media, the community, and local, state governments) He/she caters to the student services such as disability services, career counselling and library staff. He/She shall supervise budgeting for various programmes like, establishment of labs, purchase of consumables and non-consumables etc.

He/She shall be responsible for coordinating the use of facilities that are available in the college.

B. The Dean of Academics: (PG & UG)

The Dean of Academic helps the head of the institution to draw the plans for preparation of the timetable, almanac, staff meetings, HOD meetings, board of studies, parent teacher meeting, academic council, governing body and maintains the minutes of these important meetings. He/She plays a key role during the time of accreditation in furnishing the data of the institution. He or she helps the head of the institution in all the academic related matters. He or she proposes new and value-added courses that has high in demand and the viability. The Dean of academics prepares foresees and fosters communication skills, wellbeing of the students etc.

C. Dean of cultural affairs: (UG & PG)

The Dean of cultural affairs prepares the student community with the help of the student council members to organize programmes, orientations, celebrations of college festivals and national festivals. The dean helps the head of the institution in the selection process of the student council members.

The Dean shall be responsible for all intra and inter collegiate cultural events in the College.

He/She must plan and schedule cultural events for the academic year and tentative dates to be included in the academic calendar of the institute. He/she shall prepare budget for all cultural events and take necessary steps for its approval. He/she shall obtain formal permission from the College authorities to arrange program and to decide the date, time, and agenda of the program. He/She shall inform members of staff and students about the event and arrange the venue and logistics-audio/video system, dais, podium etc. and invite the Chief Guest and other dignitaries. He/she arranges mementos for guests and gifts/certificates for the participants. He/She along with the student committee and with the knowledge of the head of the institution shall display on the Notice Board/Website information about festivals to be celebrated. The Cultural Committee shall also be responsible for organizing the following events Orientation Program, Independence Day, Republic day and Conceptualizing fests, inter-college, and inter-Dept. as well. Organizing cultural events at significant dates of the Calendar and ensures student and volunteer participation for making the events/fests successful. The Dean also holds responsibility in organizing the college club programmes along with the concerned HODs. He/She Helps the IQAC coordinator for all the accreditation programmes sharing the data of the events conducted for the welfare and benefit of the institution/Students.

D. Dean of Science:

The Dean of Science supervises the facilities required to all the science departments and the labs and helps the head of the institution to maintain quality parameters as per NAAC and other accreditation agencies. He also suggests the head of the institution to start innovative courses that are emerging in the market as per the science of the times. He also plays a crucial role in guiding the students for further studies and issues recommendation letters to the students who intend to join in various universities/ colleges. They suggest the departments to conduct various seminars, workshops. and implant student centric methods. The dean of science motivates staff to write major and minor projects to different government agencies like DST & DBT etc. to get grants. He/She inspires all the departments to start incubation and innovation centers. The dean works for good ranking of science departments in the national magazines. He/She introduces novel culture as per the vision and mission of the institution. He/She shall coordinate the assessment and development of academic programs within the College. He/She shall prepare or revise, as necessary the 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. He/She Helps the IQAC coordinator for all the accreditation programmes sharing the data of the events conducted for the welfare and benefit of the institution / Students. He/She guides the staff and the students in all cocurricular and extracurricular activities of the institution. They encourage participative learning in the student community. They Constitute a committee of three staff members to finalize the list of scientific equipments / computer / electronic equipment and books to be purchased under Science fee Account and UGC Grant and forwards the priority list to the Principal for ordering.

E. The Dean of commerce:

The Dean of commerce supervises the facilities required to all the commerce departments and the labs and helps the head of the institution to maintain quality parameters as per NAAC and other accreditation agencies. He/She also suggests the head of the institution to start innovative courses that are emerging in the market as per the science of the times. He/she plays a crucial role in guiding the students for further studies and issues recommendation letters to the students who intend to join in various universities / colleges. He/She suggests

the departments to conduct various seminars, workshops and implant student centric methods. The dean of commerce motivates staff to write major and minor projects to different government agencies to get grants. He/she inspires all the departments to start incubation and innovation centers. The dean works for good ranking of commerce departments in the national magazines. The dean takes care of the quality parameters of the commerce departments. He/She introduces novel culture as per the vision and mission of the institution. They guide the staff and the students in all cocurricular and extracurricular activities of the institution. They encourage participative learning in the student community. He/She Helps the IQAC coordinator for all the accreditation programmes by sharing the data of the events conducted for the welfare and benefit of the institution/Students. He/She guides the staff and the students in all cocurricular and extracurricular activities of the institution. They encourage participative learning in the student community.

F. The Dean of Arts:

The Dean of Arts supervises the facilities required to all the arts departments and the labs and helps the head of the institution to maintain quality parameters as per NAAC and other accreditation agencies. He/she also suggests the head of the institution to start innovative courses that are emerging in the market as per the science of the times. He/She also plays a crucial role in guiding the students for further studies and issues recommendation letters to the students who intend to join in various universities / colleges. He/She suggests the departments to conduct various seminars, workshops. And implant student centric methods. The dean of arts motivates staff to write major and minor projects to different government agencies to get grants. He/she inspires all the departments to start incubation and innovation centers. The dean works for good ranking of arts departments in the national magazines. The dean takes care of the quality parameters of the arts departments. He/ She introduces novel culture as per the vision and mission of the institution. They guide the staff and the students in all cocurricular and extracurricular activities of the institution. They encourage participative learning in the student community. He/She Helps the IQAC coordinator for all the accreditation programmes sharing the data of the events conducted for the welfare and benefit of the institution / Students. He/She guides the staff and the students in all cocurricular and extracurricular activities of the institution. They encourage participative learning in the student community.

G. Common Responsibilities of DEAN/S:

1. The Dean is responsible to encourage the students and the staff to participate in co-curricular or extracurricular activities to which he or she is assigned. All the staff under a particular Dean/Deans should work in tandem.
2. 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.
3. He/She should maintain a good professional relationship with administration and faculty in all academic and non- academic areas.
4. He/She shall maintain effective communication between students and faculty within the college.
5. He/She shall be responsible in supervising, evaluating and supporting departments in a manner that promotes excellence in institution, scholarly and creative productivity.
6. He/She shall be responsible in leading and coordinating the governance of the college.
7. He/She shall be accountable and responsible for the budgets that are allocated to the departments.

8. He/She shall play a greater role in strengthening and unification of the departments which are under their supervision.
9. He/She should update Fr. Principal with regard to the progress and the functioning of the departments.
10. He/She should monitor the discipline (in and out of the classrooms) of the students with the help of the HOD's and department lecturers.
11. 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.
12. They also look after the FIP and other fellowship programmes of the UGC.
13. The agenda and the minutes of the departmental meetings and the monthly meetings with all the staff are to be maintained.
14. 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.
15. 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.
16. He/She look into the academic progress and performance of each and every student and also the department.
17. They in consultation with the HOD's organize parent teacher meetings and appraise the students' progress to the parents in the College.
18. 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.
19. Respects the college norms and authority of the college and gives valuable suggestions for the upliftment of the department.
20. They shall be available for all the meetings, seminars, functions, cultural fests, sports activities conducted by the college.
21. 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.
22. 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.
23. 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.
24. 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.

XVII. RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

1. The HOD Looks after the day-to-day administration of the academic work of the department.
2. HOD Prepares the total workload of the Department as per the Institution/UGC/AICTE/Autonomous/Government norms.
3. HOD is responsible for conducting all academic programmes of the Department as per the norms of the Institution.
4. HOD has to formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes like soft skills, I CT based skills, NPTEL, MOOCS, SWAYAM courses and sports. He / She must prepare academic year almanac and submit to the head of the institution in the beginning of the academic year before the classes begin for the students.
5. HOD must train and update the faculty to deliver good instruction to the students.
6. HODs has to ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
7. They shall maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.
8. They shall ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day.
9. They should recommend for disciplinary action against that availing leave without prior arrangement for class work.
10. They shall verify the student attendance registers/ERP on every weekend to check for proper marking of attendance and implementation of lecture plans.
11. They should go around the classrooms and laboratories to ensure the decorum and discipline as per timetable.
12. They should convene meetings of Faculty twice in a fortnight to review Academic co-curricular, extracurricular, extension and R&D activities of the Department.
13. They should arrange guest lectures, conduct seminars (National or International) enhancement of skill-based workshops, preferably in a specialization related to the department with a view to widen the horizons of knowledge.
14. They shall inculcate in the mind of the students the importance of innovation, incubation start-ups etc.
15. They shall prepare a list of eminent people who could be invited to deliver guest lectures/ seminars etc.
16. They should prepare students to go for placements and ensure with the placement officer the companies that are going to visit for placement or for internship and train the students accordingly.
17. They shall offer curricular based, skill based, course and programme outcomes-based guest lectures to the students.
18. They shall monitor students' problems through feedback and counselling.
19. They allot the workload to teaching and non-teaching staff for each semester.

20. Forwards CL, ML and OD of teaching and non-teaching staff to the Principal /Vice principal and ensures the work adjustment.
21. They shall maintain a stock register and take steps for stock verification every year.
22. Initiates steps for the upkeep and annual maintenance of scientific equipment's once a year with the prior approval of the Principal.
23. Prepares a list of equipments (not in working condition and beyond repair) to be discarded.
24. Monitors the Association activities, Endowment lectures and participation of students in academic activities organized by other Institutions.
25. Forwards the students' educational tour plan to the Vice principal and Principal.
26. Issue's letter of certification and consent to students for field visit/training programme / project work / extension programmes.
27. 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.
28. Undertakes steps for the revision of UG and PG syllabi when due.
29. Checks the semester examination question papers.
30. Suggests names of examiners (Department Staff) for arrear examination and supplementary examination to the Controller of Examinations.
31. As a member of the Academic Council presents the report of the Board to the Council.
32. Views of the department staff and his/her own views on academic matters and student strength may be presented to the Principal.
33. All kinds of requests of department staff may be submitted through the Head of the Department.
34. 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.
35. The HOD makes sure that each staff / lecturer takes 19 to 23 teaching hours: the HOD 16 to 18 teaching hours and the dean 14 to 16 teaching hours in a week apart from remedial or extra classes. They shall make sure that all the staff in the department are accountable and responsible by conducting or involving in various activities or doing research for the rest of the 40 hours spent (apart from teaching) in a week in the institution.
36. The HOD shall instruct the staff to make sure that each student prepares a class notes extensively unit wise during each semester.
37. They are responsible for the pass or fail of the students in their department. They are also responsible for the discipline of the students in their departments. In this regard they shall on continual basis supervise the student's progress in the classroom with the help of the class teacher.
38. They shall instruct the class lectures to monitor the discipline, regularity, punctuality, dress code, ID card, bringing Handbook daily to the class/college, cleanliness of the classroom Usage of cell phone in the campus etc. Overall, they shall know each student

personally and guide them to progress to reach their aspirations and goals.

39. When so ever it is necessary, they shall allot online classes and offline classes as per the need and requirement of the student progress.
40. They shall encourage every lecturer of LA at least to publish every year one research paper in the UGC reputed journals. The HODs transform themselves to be the resource persons/consultants to other institutions.
41. They shall propose the required staff for the following semester to the Principal and vice Principal to deal with the syllabus or to conduct smart classes or to impart soft skills.
42. They shall help the students to speak good English in and outside the classroom. Improper behavior either in the class or outside the class should be corrected immediately and if needed be an academic punishment should be imposed.
43. They shall know the rules given to the lecturers thoroughly and shall be a guiding force in helping them to follow the guidelines.
44. 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.
45. All the HODs shall focus on taking care of the clean and green campus. Constantly they shall educate the students about the rules and regulations of the college and the maintenance of the hygienic conditions in the campus.
46. The HOD of each department should encourage internship so that each student takes up a job while he/she is still in **college**. It might be either paid or unpaid but the main motive of the student is to gain experience of the corporate world before actually setting foot in it.
47. They should bring to the knowledge of the student that the internships are beneficial because they help the student develop their professional aptitude, strengthen personal character, and provide a greater door to broadest spectrum of opportunity for those who are seeking and applying for a job after college.
48. The HOD should encourage Entrepreneurship which is the act of creating a business or businesses while building and scaling it to generate a profit.
49. AICTE Internship
50. NITI Aayog **Internship** Scheme.
51. Google **Summer Internship**.
52. UNESCO **Internship** for Graduate **Students**.
53. United Nations **Internship** Opportunity.
54. **Internship** at Paytm.
55. Asian Development Bank.

XVIII. RESPONSIBILITIES OF THE LECTURERS (ASSISTANT & ASSOCIATE)

Teaching is a noble and sacred profession. It shapes the character, caliber, and future of an individual student. A lecturer can inspire, hope, ignite them and instill a love of learning among the students. With a view to achieve the national and social objectives, it is essential that all the faculty members have certain rules and regulations to abide by and display a good conduct so that the students consider their teachers as their role model.

A. General Norms of a Lecturer:

1. Every Lecturer shall always respect and maintain the hierarchy in the administration and exercise self-discipline and restrain and deal positively with staff, students and the general public.
2. They shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. The lecturer shall conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students every time.
4. They shall avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.
5. They shall Contribute to the development and promotion of sound educational policy.
6. They shall co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
7. They shall adhere to the conditions of contract.
8. They shall Respect confidential information on colleagues unless Speak out if the behaviour of a colleague is seriously in breach of this code.
9. They shall handle the subjects assigned by the Head of the Department and complete the syllabus in time and produce good results in the subjects handled by them and are accountable for the same.
10. Interactive teaching, analytical problem solving, group discussion, participative learning shall be practiced while dealing with e syllabus.
11. Student centric methods shall be followed by all the lecturers.
12. Students shall be encouraged to do NPTEL/ Swayam courses apart from the syllabus. They should be introduced to incubation, innovation, creative and critical thinking learning etc.
13. Creative and participatory Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
14. The Lecturers shall be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning, research Process is effective and successful.
15. Value based, broad based, skill based, practical based, innovative and intuitive based holistic education must be imparted.
16. The lecturers should maintain decorum both inside and outside the classroom and set a good example to the students.
17. They should carry out with utmost respect other academic, co-curricular and organizational activities that may be assigned to them from time to time.

18. They shall engage themselves in different activities (research, mentoring, institutional activities) of the institution apart from the teaching and the hours should be reflected in their timetable.

B. Working Hours:

1. All the staff members are expected to work a minimum of six workdays per week, as scheduled by the Management. A “workday” is as prescribed by the Management.
2. 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.
3. The management can change the staff’s hours of work or shift to enable it to meet the exigency of any situation.
4. Scheduled work hours are determined by the management and are subject to change from time to time.

C. Responsibility and Accountability:

1. A Lecturer must believe that he / she is accountable and responsible to shape the future of the students and therefore he/she must full fill teaching to the satisfactory of the student and shall not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counselling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. To achieve this, a Lecturer must go to take lectures well prepared with theory and practical examples of the subject. They shall use powerpoint lectures, posters, models, videos, virtual classroom lessons, to explain the subject. Use English to the extent possible as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a Lecturer is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other, although dedication is un-measurable and intangible, but its impact can be felt.
4. A lecturer who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counselling/mentoring of the students is required and is the responsibility of each faculty. Behaviour of the Lecturer with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all round growth. Although everybody has a right to look for his / her own career development. However the lecturer should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours. Anybody found indulging in such activities will call for a disciplinary action against him / her.
6. Except during the lunch hours, a lecturer must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with

other staff member during the college hours to discuss the topics other than that of academics.

The lecturer especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.

D. Dealing with the students:

1. The lecturer should respect the right and dignity of the student in expressing his/her opinion.
2. They shall deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics.
3. They shall recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. They shall encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. They shall inculcate among students Scientific outlook and respect for physical labour and ideals of democracy, patriotism, and peace etc.
6. They shall be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. They shall make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
8. They shall aid students to develop an understanding of our national heritage and national goals.
9. They shall refrain from inciting students against other students, colleagues or administration.

E. Academic endeavor:

1. The lecturer shall 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 be able to write at least one scientific paper and should publish the same in one of the reputed journals.
3. They shall complete NET / SET or PhD, in order to teach both in UG and PG courses.
4. Every lecturer should take up either minor or major projects and publish papers in the UGC prescribed journals.
5. They shall write projects to UGC or DBT or any other agency that supports to carry out major or minor research projects.
6. They shall engage in giving guest lectures to other institutes/shall become resource persons in the areas they are competent.
7. They shall strive to win awards for patents for their unique contributions in the education filed.
8. They can try to become consultants in their specific or adopted areas.
9. They are encouraged to conduct Seminars (National or international) and publish the

student Projects with ISBN number.

10. They shall conduct tutorials, seminars, group discussions and give assignments to students to supplement the classroom 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.
11. They 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.
12. The Lecturer should make use of all available teaching audiovisual aids, charts, ICT models and maps to make teaching more effective.
13. He/she shall conduct periodical examinations as per the annual plan.
14. 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).
15. He/she shall regularly correct the written work of the students including the class notes and the observation books.
16. He/she shall correct the answer script relating to all assignments, unit tests and terminal examinations within the stipulated time.
17. The lecturer shall develop aptitude for professional advancement in the college.
18. He/she shall diagnose student's poor performance/backwardness and plan for remedial teaching and supervision.
19. He/she shall undertake activities, research, and innovative practices in their teaching.
20. The lecturer shall organize or participate in the seminars / lectures arranged by the Management. They shall encourage pupils in maintaining personal hygiene and classroom cleanliness.
21. They shall be the Role model in regularity and punctuality and inculcate the same in the students.
22. They shall organize National festivals like Independence Day/Republic day and motivate the students to share the responsibilities.
23. They shall adhere to the duties and responsibilities specially designated to them by the HOD/ the Principal / Vice principal
24. Every Lecturer in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

F. Leave application:

1. 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.
2. The lecturer is expected not to go on casual leave on a day of heavy work nor apply for leave simply because such leave must 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.

3. 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.,
4. NB: Vacation does not mean that a lecturer is automatically on a holiday or otherwise ceases to work for the Institution.

G. Professional / Ethical Norms:

1. A lecturer shall consistently uphold the highest standards of professional ethics in the course of performance of his/her duties and 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.
2. They shall make professional growth continuous through study and research.
3. They shall express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
4. They shall maintain active membership of professional organisations and strive to improve education and profession through them.
5. They shall perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
6. They shall co-operate and assist in carrying out functions relating to the educational responsibilities of the college: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of college examinations, including supervision, invigilation and evaluation; and participate in extension, co-curricular and extracurricular activities including community service.
7. No lecturer should encourage the students to read the notes from the cell phone/electronic devices. The lecturer should facilitate the weaker student to prepare his/her notes and it should be corrected by the lecturer after the completion of every unit.
8. No lecturer shall indulge in or encourage any form of malpractice connected with examinations or any other activity in the institution.
9. 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.
10. 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.
11. 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.
12. Lecturers shall also take up remedial work as and when required.
13. He/she shall obtain permission slip from block in charge or vice principal/ principal to attend any emergency work outside the campus and submit the same to the security at the main gate.
14. 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.

15. No Lecturer shall absent himself/herself from duties at any time without prior permission from higher-ups. Sending messages or calling the officials in the last moment cannot be accepted except in emergency situations like death or accidents.
16. 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.
17. No Lecturer shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
18. No Lecturer shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession.
19. No Lecturer shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
20. No Lecturer shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
21. No Lecturer shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
22. No Lecturer shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
23. They must desist from awarding physical punishments to students indulging in mis behavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
24. Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
25. No Lecturer shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. No lecturer must divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts. 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.
27. NB: Dereliction of any duty the College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

H. Handing over the Responsibilities to the Successor upon completion of the term:

1. Upon completion of the term as a Head of the Department / Dean/ coordinator / Placement / NSS / Extension / NCC officers / Superintendent the office / librarian/s etc. or in case of leaving the institution temporarily / permanently, the built-up file of the department along with full details, data, concerned files should be handed over to the successor in the presence of the principal or nominee appointed by the principal / management.
2. The submission of files, data, software's, computers / laptops, or any articles belong to the institution / department should be handed over carefully.
3. Every individual lecturer / assistant lecturer should hand over the all the files related to the course / discipline or programme when they leave the college permanently.
4. Only upon handing over all the concerned files, data and materials the management would release the certificates.

I. Maintenance of Discipline:

1. It shall be the duty of all categories of Lecturers 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. All the staff are instructed to abide by all the rules lay down in earnest in the light of the transformation of self and the institution.

J. Dress code

Following is the dress code for the faculty of Institute:

1. Gentlemen: Tucked in shirts and shoes
2. Ladies: Saree, Chuidaar

K. Course Diary:

1. Every lecturer must maintain a course diary for each subject offered during semester / year.
2. It shall have following details: Syllabus; Lecture Plan; Lecture notes for each period; Date and time of preparation 'Date and time of delivery

L. Invigilation:

The lecturers are expected to report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.

The students should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the

Examination. Ensure that the student should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls.

1. Ensure that the relevant question papers are given for distribution in the hall.
2. Candidates are not allowed to leave the examination until the final bell is rung.

3. The lecturer should ensure to collect the answer book from the candidates before they leave the examination hall.
4. Malpractice cases, if any, should be reported to the Chief Superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

M. Conduct of practical exams:

1. Practical examinations have to be conducted in the respective Laboratories /labs
2. Workshops / Drawing Halls only.
3. Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practicals. Internal examiners must brief the external examiners regarding allocation of marks for each component of practical activity.
4. Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
5. Both the examiners must sign on the Answer Sheets as well as on the award lists.

N. Promotion:

1. Lecturers belonging to all programmes/disciplines may be promoted as Assistant, Associate/ Professor based on the API scoring.
2. Guideship can be applied from the parent University if two of the faculty members of the same programme has minimum six UGC prescribed journal publications and has at least three years of teaching experience after awarding PhD.
3. These promotions are needed to fulfil the cadre ratio required as per UGC/AICTE norms.
4. Promotion to the cadre of Professor is through the university selection committee or governing body only.
5. While promoting staff to higher cadre, due weightage shall be given to feedback, involvement in extra-curricular activities and administrative responsibilities.

O. Parent Teacher Interaction:

The Lecturers should maintain contact with the parents and guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

XIX. LIBRARY DIRECTOR

1. He/she is the representative of the management in the library.
2. He/she is overall in charge of the entire library.
3. He/she has to arrange along with the Librarian, the planning in the library.
4. He/she signs along with the Librarian all the notices meant for the staff and the students.
5. He/she must 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 / she 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 / she must 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

A. Responsibilities of the Librarian

1. **The Librarian** is the head to the Library and Information Centre and certified member of the staff; responsible directly to the principal/head of the institution / Director of the library.
2. The Librarian will be responsible for the daily operation of the learning, the implementation of the collection development, public services, technical services, public relations, interactive media conferencing, and mediated instruction functions, and the immediate supervision of the Library staff.
3. The librarian shall assume responsibility for the daily operation of the Library and the supervision of the staff.
4. He / she Assists in the preparation of the Library budget
5. He / she Supervises the process of cataloguing and indexing of books and periodicals.
6. He / she provides reference services as needed.
7. The Librarian orients the users towards effective utilization of Library services.
8. He / she arranges for stock verification of library collection and weed out / write-off books.
9. The Librarian strengthens library automation, e-library-digital aspects.
10. He / she maintains records and statistics and submit reports as required.
11. He / she provides bibliographic instruction upon request.

12. He / she promotes and implement mediated instruction, interactive media conferencing, and other related emerging technologies.
13. The Librarian promotes a Library atmosphere conducive to study, reading and research.
14. He / she attends / participate library related meetings, workshops / seminars / conference / orientation programmes / refresher courses / any other training programmes.
15. He / she assigns and supervise the duties of library staff.
16. He / she maintains and Supervises the library premises.
17. Teaching students on scholarly information resources and Scholarly communication.
18. Initiate and process purchase of materials if any for library.
19. The Librarian is eligible for other various duties such as to teach soft skills, Personality Development and Communication Skills / Computer Applications/Soft Skills papers for librarian at UG/PG courses.
20. Librarian is eligible to teach Library & Information Science (LIS) / Library & Information Literacy (LIL) / Media & Information Literacy (MIL) subjects.
21. The librarian should teach four hours in a week,
22. The Librarian has to verify and certify all kinds of library procurement bills before submit to the principal/accounts section for making payment.
23. vii. The Librarian Arranges to issue no-due certificate to the faculty and students on verification.

B. Responsibilities of Assistant Librarian

1. The Assistant Librarian works under the supervision of a Librarian.
2. He / she provides a wide variety of work / services and administrative support. The Assistant librarian is responsible to the Librarian.
3. He / she checks-in, checks-out and circulation of library materials.
4. He / she Performs patron registration and transaction activities.
5. He / she Process new books, maintain circulation records and make reserves on requested books.
6. He / she manages library data and reports utilizing library software systems.
7. He / she maintains library materials including bibliographic and other library files.
8. He / she trains and supervises library clerks and assistants in their job duties.
9. He / she assists staff in classification, cataloguing, preparing, and organizing library materials according to established policies.
10. He / she assists readers in finding books and help students and faculties in research problems and reference questions.
11. He / she maintains the library in the absence of the Librarian or in-charge of library.
12. He / she address administrative issues like collecting fines and managing reservations.
13. He / she arranges to maintain library clean, safe and organized.

14. He / she conducts library promotional activities and prepares press releases and newsletters to attract more readers.
15. He / she organizes book talks, tours, multimedia programs, exhibition and displays.
16. He / she edits bibliographic record to add or remove items according to current library stock.
17. He / she performs the library work as assigned by the librarian at time to time.
18. He / she arranges for the maintenance and repair of books, periodicals and other related equipment in the library.
19. He / she arranges of non-book materials.
20. Assisting the Librarian in book selection and acquisition.
21. He / she manages special assignments/tasks as entrusted by the Librarian.
22. He / she circulates (Issuing and receiving) of books and learning materials. Maintains the library registers (Accession/periodical) and other statistical records.
23. He / she Shelves/ing and rectification of library collection on day to day basis according to the system of the library.

Note: The library staff should function one half an hour before and half an hour after the college hours.

XX. THE PHYSICAL EDUCATION DIRECTOR

1. They should assist the Principal in matters of discipline, conducting functions and other related works.
2. They should write an 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 give 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 indulges in any unruly behavior in the campus and should also look into their regular attendance.

XXI. NATIONAL CADET CORPS (N.C.C.)

The training curriculum of the NCC is primarily focused towards character building, inculcating leadership qualities and skill enhancement through structured academic syllabi, practical training and opportunity of exposure/interaction beyond a cadet's immediate environment and thereby enabling them for a brighter and progressive future.

Roles and Responsibilities of NCC in charge:

1. The NCC staff shall strive to develop character, comradeship, discipline, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the college.
2. They shall create a human resource of organized, trained and motivated youth, to provide leadership in all walks of life and always available for the service of the nation.
3. They shall provide a suitable environment to motivate the youth to take up a career in the Armed Forces.
4. They shall have a timetable in the institution to train the students regularly. And shall adhere to it.
5. They shall help the head of the institution in conducting the national festivals.
6. They shall conduct themselves with values and responsibilities in training the student.
7. They shall train the students of NCC to participate in various campus activities organized at state/ national level.
8. They shall conduct training camps as per the requirement and necessity of the prerequisite.
9. They shall provide practical outdoor training.
10. The training NCC staff shall help the students to participate Centrally Organized Camps (COC).
11. The staff of NCC motivates cadets to join the Armed Forces and attachment of cadets with Indian Military Academy is also conducted. They shall be exposed to Youth Exchange Programme (YEP).
12. The selected cadets are sent to get an opportunity to visit various foreign countries as part of YEP.
13. The cadets also undertake various social service activities, by conducting of rallies to bring awareness and participate in various relief programmes / activities whenever called for.

XXII. JOB RESPONSIBILITY OF NSS PROGRAM OFFICER

1. The NSS staff / Programme Officer is one of the important persons of the college to help the students or motivate them by organizing community development programmes exposing them to various needs of the community.
2. He/she plays a pivotal role for the organization and implementation of NSS Programme under the supervision and direction of the Principal of the College.
3. He/she will be responsible to carry out the instructions issued by the principal/Co-ordinator of the college.
4. NSS activities are conducted as per the action plan drawn in that academic year of the college.
5. As an Organiser- he/she creates awareness about the NSS Programmes.
6. He/she provides information about NSS motto aims and objectives, philosophy and activities.
7. He/she enlists cooperation and coordination of community, agencies, government departments and non-governmental agencies.
8. He/She selects or adopt the village/slum for service projects based on utility and feasibility.
9. As an Educator he/she prepares and conducts the orientation Programme for NSS Volunteers, explain them about the concept of social service.
10. He/she prepares and teaches the student the methods and skills required for achieving the objectives of the NSS scheme.
11. He/she promotes community education through meetings, talks, new bulletins, discussions etc.
12. As a Motivator, He/she co-ordinates the NSS activities in accordance with the volunteers ability and community demands.
13. He/she to coordinates various external resources available in the form of government services, welfare agencies and voluntary organizations for the success of the NSS Programmes.
14. He/she coordinates internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the NSS scheme.
15. As a Supervisor, He/she supervises the NSS Programme undertaken by Volunteers.
16. He/she acquires supervisory and consultative skills that should enable students to set realistic goals and see problems as a challenge and take appropriate steps to solve them.
17. He/she assists in evaluation and follow-up work in the college.
18. As an Administrator He/she prepares progress report periodically for submission to the college.
19. He/she maintains record of volunteers participation and programmes undertaken.
20. He/she keeps accounts and stock in the prescribed forms.
21. He shall render his/her services to the institution as a Public Relation officer.

22. He/she informs the community about the NSS programmes through press reports, radio and television programmes.
23. He/she creates awareness, through pamphlets, seminars and meetings.
24. He/she initiates to create awareness for image building of NSS in order to inspire and motivate the NSS Volunteers.
25. The NSS coordinator helps the students to understand and identify the needs and problems of the community and involve them in problem solving process; to develop among themselves a sense of social and civic responsibility; to utilize their knowledge in finding practical solution to individual and community problems; to develop competence required for group living and sharing of responsibilities; To gain skills in mobilizing community participation; To acquire leadership qualities and democratic attitude; To develop capacity to meet emergencies and natural disasters and To practice national integration and social harmony.

XXIII. PLANET (Projects of Loyola Academy for Neighbourhood, Empowerment and Transformation).: Extension activities

1. The extension officer should undertake ambitious social programs with an attitude of compassionate concern and help the students the need of extension service
2. He/she should know the value of social work and its benefits and teach the students about the value of social work before taking for the extension activities.
3. The extension officer should sensitize the neighbourhood community with the help of the students about social issues.
4. He/she should encourage participation of students and faculty members in socio-friendly activities to develop students' Emotional Quotient through their interaction with various challenges and hurdles faced by the people in the nearby community and encourage stakeholders to develop their positive attitude towards life.
5. The extension officer should be able to teach the dignity of life and help the students on how to give dignity to the people who deserve in the society.
6. The extension officer shall inculcate among the students the spirit of Social responsibility besides academic excellence and Spiritual growth as they are encouraged to strive for acquiring more knowledge and skills through different courses, they are also exposed to stark social realities of rural and urban poor and to develop in them an attitude of deep concern for the neglected section of our society.
7. The extension office should be aware of the mission and vision of the college and help the students to love to learn and serve the people of neighbourhood with dedication and spirit of service.
8. The extension officer with the help of the students raise awareness about cleanliness & hygiene, blood donation, helping the poor, and many other noble causes.
9. He/she should be like a teacher, who teaches the value of serving the people, a leader, who helps the students to be like leaders in solving the neighbourhood issues and as a guide, who guides the student through thin and thick times to carry on developmental programme successfully.
10. The extension officer should have a Sound knowledge about the activities that they take up in the name of the college ex; promotion hygiene, blood donation etc.
11. He/she should conduct extension programmes to all the first-year students on regular basis.
12. He/She must provide appropriate solution to the problems and be capable of taking prompt action and providing explicit solution.
13. He/she should be tactful and try to derive relevant benefits from the experiences,
14. He/she should have foresightedness in order to achieve long lasting benefit.
15. The extension officer should be filled with enthusiasm, zeal and affection, Self-motivated self-confident to help other to follow path
16. He/she should be courageous enough to tackle difficult conditions and situations.
17. He/she should be tolerant, honest, friendly and simple in exhibiting his nature.
18. He/she must have organizing capacity—the success of extension work depends on the capability to organize people.

19. Dignity of labour–Extension officer should not hesitate to do social work and labour work of any kind.

A. Agriculture Extension Officer: RAWEP

1. Knowledge of agriculture and on rural social values
2. He/she should develop the close relations between research centre and agricultural farm–So that scientific information can be given to the farmers and their problems can be addressed to the scientific institution for solution.
3. In order to enhance the extension, work and rural industries like agriculture and cottage industries, it is necessary to efficiently utilizes the available local resources so that people can become self-dependent.
4. Extension officer should organise along with the students of the college social, economic and educational development programmes for all round development of the society
5. The extension work should be done for the development of education, health, transportation, electricity, water etc in villages.

XXIV. JOB RESPONSIBILITIES OF PLACEMENT OFFICER:

1. The placement officers help students identify employment options that match their career interests. They assist students in all aspects of the job search including resume writing, interviewing techniques and job referrals. They Schedule and follow up on student interviews with prospective employers.
2. The Placement officer instructs and coaches students on required interview skills which are related to dress code, confidence, creativity, ability to react and respond, and handle stressful situations.
3. They play a major role in shaping up the career dream goals of students. He/she trains the students and equips them with life skills.
4. The placement officer/s must prepare a data bank of potential industries for placements and keep updating.
5. He / she initiates MOUs with industries and organize recruitment process for placements.
6. He / she organizes printing of placement Brochures/soft copies of information regarding students' placements.
7. He / she obtains feedback from industries regarding strength and weaknesses of students who have been placed finally.
8. He / she obtains feedback from industries/Institutions regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for the year.
9. He / she Grooms the students for placements by organizing soft skill trainings.
10. He / she counsels students regarding emerging areas of job opportunities.
11. He / she organizes talks by experts to motivate students to seek job opportunities in emerging areas.
12. He / she gives feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
13. He / she takes up any other duties assigned by the Principal from time to time.
14. The placement officers should enable the Qualities required to get success in campus placement which are self Confidence, Enthusiasm. Communication Skills. Leadership role. Honesty etc.
15. They shall also teach how the screening takes place through various levels like. Preliminary screening application and interview. Employment interview. Employment tests. Reference check and Recommendations, Selection, decision. Physical examination.

XXV. RESPONSIBILITIES / DUTIES OF THE NON-TEACHING STAFF

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.

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 hour i.e., working lunch. 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.

A. Administrative staff: (Principal's and Controllers office)

1. He/she should be responsible of all the files that are in the custody of them both in Principals and correspondence office. They should give a copy of indent of all the files that are in their custody to Fr. Principal every six months.
2. They shall keep all the original Autonomous / accreditation certificates in their custody.
3. They must maintain a clear picture of UGC accounts as per the norms of the UGC.
4. They shall maintain a file of all the minor and major projects of those staff who receives grants from the government. They shall maintain all the communication letters sent to Parent University, UGC, AICTE, TSCHE, or other government agencies / education departments etc.
5. They shall keep a file of all notices communicated from the principal's office with a register number.
6. Administrative Staff members should display the highest possible standards of professional behavior that is required in an educational establishment.
7. Administrative staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
8. Administrative staff members should not use their position in the institute for private advantage or gain.
9. Administrative staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of other staff / students / parents / community).
10. Administrative staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
11. Administrative staff members should be aware of and should follow institute policies systems and procedures.
12. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.
13. Professional behaviour: being familiar with job requirements (eg. proper preparation, use of suitable methods / systems, maintenance of appropriate / required records, etc.), including keeping up-to-date with developments relevant to the job; being familiar with

communication channels and Institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; respect for the rights and opinions of others.

14. They shall help the Principal in all matters of Admission of the students, cocurricular and extracurricular activities in the college.

B. Job Responsibilities of Office Superintendent:

1. He / She is responsible to open the files, maintain them, write note on cases allotted to them, prepare draft replies, memorandum, statements, prepare bills, data entry in computers if required, maintenance of guard files, dairies etc.
2. He / She scrutinizes Admission & Eligibility documents and registers of admission.
3. He / She supervises and maintain personal files of staff and faculty.
4. He / She maintains P.F. account.
5. He / She keeps discipline and work schedule of class IV employees.
6. He / She maintains casual leave register.
7. He / She maintains movement register for staff under office administration.
8. He / She assists Principal in receiving guests and visiting dignitaries in a dignified manner.
9. He / She initiates and record all correspondence & put up the same to Principal.
10. He / She maintains the records of scholarships of students.
11. He / She takes care of the biometric requirement.
12. He / She shall be responsible for all the matters assigned to establishment section, stores section, maintenance section and security section.
13. He / She prepares budget estimate of the college under guidance of Principal
14. He / She prepares documents for submission of six monthly and annual audit.
15. He / She prepares Allotment of Budgets to every department of the college.
16. He / She has to hold custody of receipt books and vouchers.
17. He / She has to prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
18. He / She has to control and check the advance register and ensure timely recovery of advances.
19. He / She has to do the settlement of journey claims and advances.
20. He / She Any other duties assigned by the Principal from time to time

C. Job Responsibility of IT Coordinator:

1. The IT coordinator institutes protocols for the use of IT across departments and projects. They shall Provide advice on the most suitable IT choices.
2. They shall provide technical support or training for systems and networks.
3. They shall have Good verbal and written communication skills.

4. The coordinator need to analyze complex plans, and be able to identify mistakes and inefficiencies.
5. They should be professional in their job and create the computer, network, and communication systems that the institution requires and then work to ensure that these systems are working correctly and efficiently.
6. They must ensure that systems stay secure, technology support is available, and that updates are made as needed.
7. They shall monitor regularly/checks on network and data security.
8. They shall Identify and act on opportunities to improve and update software and systems. They shall create /develop and implement IT policy and best practice guides for the organisation. They shall design training programs and workshops both for students and staff.
9. they shall attend complaints received from students and staff regarding PC or the Network.
10. They shall maintain peripherals like printers, scanners, computers etc. in serviceable condition all time.
11. They shall assist the HOD's in procurement of hardware, software, and equipment.
12. They shall maintain internet connectivity and take steps to prevent misuse.
13. They shall Update the College website timely.
14. They shall Provide technical support to all employees.
15. They shall design, plan and execute training on the use of systems and networks.
16. They shall Install and configure hardware equipment and software programs.
17. They shall Oversee, track and measure system and network performance.
18. They shall Perform troubleshooting and execute needed repairs.

D. Office Staff: (Senior Assistant / Junior Assistant / Record assistant)

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 and for the accreditation purpose.
9. The application, admission, appeared for the examination, results declared and the students passed etc. data should be maintained accurately by the office clerks.
10. They shall maintain the data of all the category of SC/St/BC/Disabled/minority etc. in the office records.
11. They shall maintain a separate stamp account and accounts relating to special fees and other fees, and vouchers etc.
12. They shall see that the Service Register entries are made up-to-date.
13. They shall carefully prepare the Nominal Rolls and extend other required help for conducting the public examinations and the school examinations.
14. They shall deal with the parents and the guests diligently and politely while giving information.
15. They shall maintain all the records up to date.
16. They should work collectively for any work of the College.
17. Attendance records, Leave records of the students shall be maintained
18. 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.

E. Job Responsibilities of Clerk under O.S.

1. They shall be working in UG / PG / principal's office / correspondence office etc.
2. They shall maintain personal files of teaching and non-teaching staff.
3. They shall maintain attendance registers of teaching and non-teaching staff
4. They shall maintain the service books.
5. They shall maintain leave records of staff.
6. They shall maintain the certificates of the students and should be well documented
7. They should maintain the student's data admitted and TCs issued
8. they shall be available for any other duties assigned by the Principal from time to time.

F. Job Responsibilities of Clerk in the COE office:

1. they shall organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. They shall correspond with university regarding university examinations, results of students, students complaints regarding examinations.
3. They shall organize the filling of examination forms, revaluation & verification forms of students & submission.
4. they shall obtain results of students and its distribution.

5. They shall send requirement of examination stationary maintaining its up to date records.
6. They shall maintain the records of all passed out students of this institute in a separate register also in a soft copy.
7. They shall send the program of proposed practical examinations dates to university & get final program of practical/oral examinations.
8. They shall be available for any other duty assigned by the Principal from time to time.

G. 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 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.

H. Job Description of Library Clerk / Typist / Computer Operator:

1. The Library Clerk / Typist / Computer Operator is responsible to the Librarian.
2. They shall work under the overall supervision of the Librarian and/or the Assistant Librarian.

3. They shall Assist the Librarian and Assistant Librarian in cataloguing and indexing, Issuing, and receiving of books, and restoring of books and periodicals.
4. They shall Complete special assignments/tasks as entrusted by the Librarian/Assistant Librarian.
5. They should know typing/ and computer word format and excel thoroughly for the library routine work.
6. They shall manage and maintain the Library Database, Data entry and library software.
7. Any other library works assigned by the Librarian.

I. Lab Assistants:

1. They shall keep the laboratory clean and tidy.
2. They should maintain a logbook.
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. Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
14. Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
15. The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
16. All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
17. Issue register for tools issued to the students must be maintained for each Lab.
18. Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
19. To ensure the availability & proper maintenance of “first aid facilities & firefighting

equipment's".

20. Avoid other activities during Lab hours unless assigned by the senior Management.
21. Adjust lab work to a technician, who is familiar with that Lab, in case of your absence.
22. Ensure that the machine is in proper working condition & then allow the students to work on it.
23. They shall also see that the students do not touch the acids and other dangerous chemicals.
24. They shall arrange the apparatus for conducting experiments.
25. They shouldn't have any sort of meetings in the lab without the permission of the Management.
26. 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.
27. Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner. • Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

XXVI. DUTIES OF THE CLASS IV EMPLOYEES

The Correspondent in consultation with the Principal/Vice Principal shall appoint all Class IV employees in Jesuit Colleges/Institutions.

Qualification: The minimum qualification for attenders is Tenth class passed.

They shall be appointed on contract basis for two/three years subsequently, they may be regularized depending on their performance and character.

They shall maintain the cleanliness and upkeep of the institution and its premises, namely classrooms, offices, Departments, laboratory, library, staffroom, and play-ground etc.

A valid birth certificate should be insisted upon from the contingent employees.

A. 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 workplace except when required to move in furtherance of official information.
5. Any movement for personal reasons will only be based on specific permission from the immediate superior, namely HOD/ lecturer in –charge of the lab. To leave the premises during working hours he/she must 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 workplace 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 workplace, 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 (if the institution needs the help of the attenders) 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 workplace, before leaving the work place.
18. Applying leave during examinations is to be avoided, except on an emergency, following the usual process.
19. If He / she is allotted to laboratory, he/she must do the following:
20. He / she shall be responsible for dusting the equipment and apparatus and it should be done carefully at least once in three days.
21. He / she shall see the apparatus is kept at the proper place after use, either by lecturer or student.
22. He / she shall see that the students do not take away the apparatus 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 apparatus 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.

B. Job Description of Library Attendants/Attenders:

1. Library Attendants/Attenders are responsible to the Librarian in day to day activities.
Job Description: i. To work under the overall supervision of the Librarian/Assistant Librarian/Library clerk.
2. To check at the entrance.
3. To control at the property counter.
4. To maintain and upkeep/cleaning of library.
5. Labelling and pasting.
6. Repair and binding of books.
7. To maintain the books and periodicals properly.

8. To be present in the library for the specified working hours with punctuality.
9. Any other work assigned by his superiors.

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.

XXVII. 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 neat ness should be taken care by the hostel wardens.
11. He shall supervise the study hours and spot out the weaker students and give special training and coaching if it is necessary.)

DISCIPLINARY PROCEDURES: All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.

b) All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.

c) Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.

NB: Ref to policy code for the administration

XXVIII. OBLIGATIONS OF THE STAFF / MISCONDUCT AND DISCIPLINARY PROCEDURES

A. 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.

B. Minor misconduct

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

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

C. Major misconduct

1. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances. Will full neglect of duties of any staff that are mentioned in the code of conduct of Teaching and non-teaching staff and
2. Any form of physical/verbal violence towards students. Physical violence, actual or threatened towards other staff or visitors to the Institute.
3. Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
4. Theft of Institute money or property and of money or property of colleagues or visitors to the Institute.
5. Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.

6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain. Acceptance of bribes or other corrupt financial practices.
7. Willful damage of Institute property or of property belonging to other staff or visitors to the Institute.
8. Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
9. Any willful act which could result in actionable negligence for compensation against the Institute.
10. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility. Gross neglect of duties and responsibilities.
11. Unauthorized absence from work. Being untruthful and/or engaging in deception in matters of importance within the Institute community.
12. Deliberate breaches of confidentiality particularly on sensitive matters.
13. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
14. Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee. Like Unsatisfactory timekeeping without permission. Neglect of safety rules and procedures. Behaviour towards other employees, students, and visitors which gives justifiable offence. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct.
15. Late attendance or absence from duty without notice or permission or leave.
16. Loitering and wasting time during working hours or maligning and interfering with other employees work, disturbing or annoying them at work.
17. Smoking or chewing *pan* on the premises.
18. Refusal to accept, receive or take delivery of notice, letters or any communication or failure to sign the required documents from the management.
19. Failure to report any disease the staff may have which may endanger any other person.
20. 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.
21. Leaving the place of work during working hours without permission or absence without permission from the place of work.
22. Unauthorized use of the College name, address telephone, letter pad or other description for misrepresentation or fraudulent purposes.
23. Obtaining leave or attempting to obtain leave on false presentees.
24. Failure to report for duty when leave has been refused or cancelled and the staff has been called back on duty.
25. 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.

26. Removing College property or properties from one place to another or outside premises without authorization of the management.
27. 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.
28. Assisting the students during examinations for copying or carrying notes/books into the examination halls during any examinations conducted by the College.
29. Filing nomination for any election such as local bodies/legislative Assembly/Parliament without written permission.
30. Canvassing for any political parties either for any elections or for any political conference/meeting etc.
31. Engaging in computer misuse as defined in (Clause 18 &19) under computer misuse.
32. Interfering with machines or equipment or process not connected with work allocated, assigned or directed.
33. 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.
34. 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.
35. Unauthorized handling, misusing or mishandling of any lab machine, apparatus or equipment.
36. 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.
37. 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.
38. 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.
39. Using the College/Hostel facilities without authorization for personal purposes.
40. Gambling within the premises.
41. Sleeping while on duty.
42. 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.
43. Delaying in the performance of work or go-slow in work or instigation thereof.
44. Habitual late coming or habitual absence or willful absence without leave continuously.

45. Gross negligence or habitual neglect of work.
46. 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.
47. 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.
48. 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.
49. 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.
50. Using indecent language or engaging in offensive, improper conduct against superiors, co- staff, students, visitors or others.
51. Sexual harassment of another staff is prohibited.
52. 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.
53. 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.
54. 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.
55. 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.
56. 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.
57. 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.
58. Possessing firearms, other weapons or any other article on the premises detrimental to the security of the College or persons on the premises.
59. Possessing any prohibited goods on the premises.
60. 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.
61. 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.
62. Willfully or negligently causing damage to work-in-process or to any other property of the College/Hostel.

63. 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.
64. 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.
65. Soliciting, demanding, offering or accepting bribe or any illegal gratification or any unauthorized collection of money while discharging official duty.
66. 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.
67. 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.
68. 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.
69. 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.
70. The staff is prohibited from standing for election for local bodies such as corporations, Municipalities, panchayat etc. The staff should not participate in any political activities.
71. Unauthorized removal from or affixing of notices on the notice boards or any other place on the premises.
72. Unauthorized borrowing or lending money as business within the premises.
73. 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.
74. 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.

D. Redressal of grievances:

1. 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.
2. 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.

3. 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.
4. No staff member is permitted to refer any grievance to any outside authority for redressal under any circumstances.
5. 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.
6. 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.
7. 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.
8. 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 who is a higher up in status or any third person from public with any professional standing.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. The staff placed under suspension is to be granted subsistence allowance subject to the law prevailing in the State (Payment subsistence Allowance Act 1981).
15. 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.
16. 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.
17. 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.
18. In case of criminal case, the management has the right to continue with the disciplinary action.
19. 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.

E. Service of Notice

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.

F. Procedure for Disciplinary Action: Procedure

1. Any aggrieved staff/student/stakeholder/management can lodge a verbal complaint followed by written complaint to the Principal. Any staff who is aware of misconduct/ can also lodge a complaint.
2. The Principal shall take necessary steps according to the severity of the act and its nature as soon as possible.
3. The authorized committee (domestic enquiry committee comprising three senior staff members) shall have the power to summon delinquent employees to appear before it and give their statements.
4. Only the head of the department of the delinquent staff will be informed before summoning the staff for the purpose.
5. 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.

A. Disciplinary Action:

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

B. 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:

1. Caution or censure and / or.
2. Warning.
3. Fines and / or cutting salary/
4. Suspension without pay or allowance.
5. Transfer from one department to another.

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:

1. Suspension without pay or allowances.
2. Stoppage of one or more increments for a year.
3. With cumulative effect/Without cumulative effect
4. Demotion to a lower grade in the same category.

Discharge or removal/termination from the institution/service/employment.

G. 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:

1. returns within 10 days of expiry of the leave and
2. 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.

H. 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:

1. On proved misconducts of the staff after following due disciplinary procedures as per law.
 2. On administrative grounds in the interest of the institution.
 3. By operation of law prevailing in the state.
 4. On medical grounds as specified infra.
- The staff, who desires to leave the service of the Institution, shall give three months' 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.

I. 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.

J. 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.

K. 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.

L. Retirement

- **Superannuation:** Every staff member shall retire from service in accordance with the existing rules of (60 years) / as decided by the governing body to be the age of superannuation.

M. 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 he/she 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.

XXIX. LEAVE RULES

1. No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
 2. The staff shall make themselves available for duty / other work if required by the management on notified / Government / Weekly holidays.
 3. Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
 4. The teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave.
 5. The total number of casual leave allowed to employees in a calendar / academic year is 15 days.
 6. Application for casual leave must contain the purpose for which the leave is requested / availed.
 7. Application for causal leave must invariably be submitted and the sanction obtained before availing the leave from HOD, Vice Principal and the Principal.
 8. In case of accident or death leave information can be given through a message or a phone call directly to the officials by any one of the members of the family and the leave application must be submitted immediately after re-joining the duty.
 9. Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service.
 10. The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service.
 11. The number of days of casual leave remaining un-availed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
 12. The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1day casual leave for every month served.
 13. Every confirmed female teaching staff will be eligible for maternity leave of a maximum of 60 days. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management. The leave is subject to the discretion of the management and exigencies of service and cannot be claimed / allowed as a matter of right. If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the management.
 14. Obtaining leave Without information to the management is considered to be absent.
- A. Attendance, Late coming and Absenteeism**
1. 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.

2. 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.
3. 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.
4. 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.
5. 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.
6. Leave cannot be claimed by any staff as a right.
7. The Principal/Correspondent shall be the competent authority to sanction leave.
8. 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.
9. Ordinarily no staff shall absent her/himself from work unless leave is sanctioned; Employees absent without authorization shall be subject to disciplinary action.
10. For the purpose of leave, the calendar year shall be reckoned from 1 January to 31 December.
11. 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 any time at the discretion of the head of the institution.
12. All leave applications submitted to the Principal shall contain the signature of the head of the department, Vice Principal.
13. A record of all sanctioned leave shall be maintained in a proper register in the department.
14. No leave shall be granted to the staff against whom any disciplinary procedure is pending.

B. Casual leave

1. It is granted to meet the special and urgent personal affairs.
2. Every staff shall be entitled to 15 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.

3. Casual leave may be either prefixed or suffixed to Sundays, or statutory holidays.
4. Casual leave is not granted more than three days at a time.
5. Casual leave shall not be granted in continuation of other categories of leave.
6. Casual leave may be availed of for half a day.
7. 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.

C. Maternity Leave

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

D. Leave on Loss of Pay

1. 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.
2. 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.
3. 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.
4. 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.

E. Procedure for Grant of Leave

1. 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 Head of the institution/correspondent who is competent to grant. Prior information to the Head of the Department & Vice Principal is advisable to send substitute lecturers to the classes so that students are not left free.
2. If a staff after proceeding on leave desires an extension thereof, he/she shall make an application in writing to appropriate authority.

F. Staff Welfare

1. Every staff is expected to contribute actively to staff welfare and a good working climate.
2. 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.
3. Once a year the management shall conduct an orientation programme.
4. 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.

G. 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.

H. Gratuity

1. The gratuity will be paid as per the law in force Gratuity Act 1972.
2. Gratuity will be payable to a confirmed staff or her/his nominee on the termination of her/his employment after s/he has rendered continues 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.

XXX. ROLES & RESPONSIBILITIES OF THE STUDENTS

A. Guidelines for Students:

Loyola creates an educational environment that is required to ensure that the students get access to excellent education. Hence the students are expected to comply with good conduct practices by incorporating values of politeness, kindness, compassion, and respect.

1. Students are required to meet the academic expectations by creating a collaborative learning environment and displaying values of teamwork and unity.
2. Students are expected to wear Identity Card in the campus. Loss of Identity Card should be reported to the college authorities immediately.
3. Respect lawful Authority: Management, Staff, Parents and Civil Authority. By being respectful, students contribute to a quality learning environment and reduce disruptions and disciplinary actions.
4. Students are to be regular and punctual and are expected 15 minutes before the 1st bell in the college and attend all the classes/labs, especially the first hour in the morning and the fourth hour in the afternoon.
5. 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.
6. Students of LA are expected to Greet the staff with a smile, Treat one another with reverence. Get constant guidance from their Mentors.
7. They are expected to be studious in their studies and work hard to fulfill their dreams / goals. They are motivated to Clarify academic subject related doubts that very day from their lecturers / friends before they leave the campus and complete the assigned work on time.
8. They are expected to maintain an absolute, attentive silence in the classroom / lab during class hours, except when they ask some intelligent questions.
9. They must Inculcate the habit of exercising and playing any particular indoor or outdoor game every day after the College hours.
10. They shall inculcate critical thinking, come up with creative, innovative ideas through incubation.
11. They must learn to become an all-rounder by adopting / learning latest techniques, skills that are useful to achieve their goals.
12. They are expected to take care of their own belongings. Hand over lost articles to the Principal / Vice-Principal.
13. They are expected to save water and electricity. Close taps after using them. When they leave the classrooms or labs, switch off lights and fans and keep the classroom and the college campus clean & make Loyola Academy Campus an Eco-friendly one.
14. They shall use the garbage disposal bins for papers or plastic containers.
15. 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 in order not to disturb sequential class
16. LA is a ragging free campus. Right from the beginning, LA 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.

17. Smoking, alcoholic 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.
18. LA students are expected to be humble and gentle and pleasant in dealing with the people. They are expected not to 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 such students based on cyber laws.
19. Students should not get involved in politics and hold membership in political student unions.
20. By order of the Supreme Court, the students are prohibited from using their mobile phones on the campus.
21. 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.
22. Students are expected to Bring the handbook daily to the College.
23. Students when perusing major, minor projects or research, they shall not get indulged in plagiarism or fail to cite or attribute the work of others, pass off others' work as their own work, or falsify results.
24. Students should contact the college office for any kind of certificates / document / testimony. They should not contact Principal directly for such matters.
25. They should not use abusive language against anyone in the college is punishable.
26. Examination fee should be paid within the prescribed dates only.
27. Students receiving government scholarships should renew them at regular intervals
28. Students of both sex are expected to maintain healthy and decent relationship within the campus and outside the campus – To spread the spirit of gender sensitivity and gender equality
29. when students participating in an examination/writing exams or other form of assessment, must not cheat, copy others' work, either individually or as part of a group, or attempt to gain any advantage by offering any form of inducement, or knowingly permitting any other person to offer any form of inducement on their behalf.
30. NB: They shall look for the Web site for further details about the courses, practices & policies of the college in the College Handbook.

B. Classroom Conduct

1. Academic excellence is the hallmark of Loyola and each student try to secure minimum 80% in each exam/s conducted by the college. They shall be active and attentive during the class hours.
2. They are expected to arrive on time and prepared for all classes, meetings, academic activities, and special events.
3. 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 through the academic year.

4. They shall concentrate to learn soft skills and acquire knowledge through various activities to fulfill their goals.
5. Students are discouraged to go to the canteen during the college hours or loitering in the campus during the class hours.
6. Students are expected to speak only English in the class and the campus.
7. Students are encouraged to actively participate in all the activities (co-curricular and extracurricular) conducted by the department or the college.
8. They shall not indulge in creating any groupism based on class, creed, caste, class in the class/games filed or in the campus etc.
9. They shall not be indulged, in ragging/eve teasing/gender-based discrimination etc.
10. They shall respect the class CR & ACR in matters of discipline and code of conduct.
11. They should uphold the values of honesty and academic integrity & Be noble in their dealings and help others in their need
12. Form likeminded groups among themselves to discuss, read or clarify doubts during their spare time.
13. They shall give attention to quality and excellence in completing assignments.
14. They shall allot sufficient time to fulfil responsibilities outside of class.
15. They are expected to observe etiquette in all communications, giving respect to instructors, fellow students, staff and the larger college community.
16. They shall take full advantage of college resources available to them.
17. They shall respect diversity in people, ideas, and opinions.
18. They shall achieve educational goals in an organized, committed, and proactive manner.
19. They shall take full responsibility for personal behaviour.
20. They shall comply with all college policies.

C. Dress Code

1. Students should wear formal dress to attend classes in the college.
2. 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 prohibited. Any kind of sleeveless top / shirt is not allowed.
3. For girls, wearing skirts should be well below the knee length.
4. Loud hair colours and extreme hair styles for boys and girls are strictly prohibited.

D. Student ID Cards

1. 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.
2. The ID card must not be passed on to any person for their use.
3. 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.

E. Leave of Absence.

1. 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.
2. 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.

F. Parent Teacher Interaction:

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

XXXI. CLASS LEADERS:

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

1. They are the immediate representatives of the class teacher and the rest of the lecturers.
2. They are responsible for the class infrastructure.
3. They shall take the responsibility of maintaining the discipline in the class during the absence of the class lecturer.
4. They shall notify the students to the class teacher who are regularly irregular to the class.
5. 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.
6. They represent the class for major activities that take place in the college.
7. 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.
8. They are entrusted to notify whether the syllabus is progressed as per the time schedule.
9. They shall spot out any delinquent/erring student in the class and bring to the notice of the authorities.
10. Academic excellence is the hallmark of Loyola and each student try to secure minimum 80% in each exam conducted by the college.
11. Medium of language is English. Class leaders shall make sure that each student speaks only English in the campus.
12. They shall also make sure that each student maintains their dress code as per the norms of the college.
13. 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.
14. They shall encourage their classmates to participate in academic activities, sports, games, extracurricular activities in large numbers.
15. They shall motivate to participate in resonance or any other fests in big numbers and compete to excel in the competitions.
16. They shall motivate their classmates to participate in different workshops, seminars, extempore, speeches, elocution debate, quiz etc.
17. They shall not indulge in power or politics in and outside the college campus.
18. They shall not indulge in creating any groupism based on class, creed, caste, class etc.
19. They shall be role models to the rest of the class.
20. They shall be exhibiting good academic records all throughout the academic year.
21. The class leaders can be removed at any time if their conduct or behavior or performance and responsibility is not up to the mark.

XXXII. STUDENT COUNCIL MEMBERS:

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

1. They shall be the role models in the college in practicing discipline and in academic performance.
2. They shall help the Vice-Principal and the staff in organizing orientations, cultural fests like Resonance, College day, Sports day, seminars, Talent tests etc.
3. They shall have the attitude of servant leadership qualities.
4. They shall use creative knowledge in visualizing and adopting new trends, for the better growth of the college.
5. They shall cooperate and coordinate with the staff in conducting all the extracurricular and co-curricular activities in the college.
6. They shall plan for innovative programmes like common clubs, seminars, and workshops to be conducted in the college.
7. They shall bring in a lot of new ideas to accomplish the goal of each student.
8. They shall foresee, plan, and organize the events with the best of their capabilities.
9. 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.
10. 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 in charge.
11. They shouldn't indulge in any power or politics in serving the college.
12. If any student involved in fighting or disobedience or drinking or smoking or theft or teasing / Ragging should be reported to the concerned authorities.
13. They should exhibit good academic records all throughout the academic year.
14. They shall never indulge in creating any groupism based on class, creed, caste, class etc. in the campus.
15. They shall notify the authorities (Principal/Vice Principal/ HOD) if any untoward things that take place amidst the students or in the college campus
16. They shall work with the lecturers and other staff members of the college to uplift the socially and economically poor, disadvantaged groups, disabled etc.
17. They shall be sensitive towards their environment, and devise ways to protect their environment from pollution, fight energy crisis, and more. Some ways of doing this are keeping their localities and college clean and tidy, practice reuse, recycle, and reduce, etc.

XXXIII. THE RULES OF THE LIBRARY FOR THE STUDENTS:

1. To borrow books from the Library, an application must be made prior to borrowing books from the issue counters.
2. Books will be issued only on presentation of the identity card of the student on which his/her photograph and signature has been attested.
3. Borrowing on other's identity cards is not allowed and their Library membership will be cancelled if found guilty of the same.
4. No one is allowed to sub-lend the library books which he/she has borrowed.
5. For 1st & 2nd year students, a maximum of three books and for the final year students, a maximum of four books at a time will be allowed.
6. 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.
7. 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.
8. The loss of a Library book should be immediately reported to the Librarian.
9. 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.
10. No books will be issued to those who have not cleared their over-due charges in full.
11. The Library hours are 8.30 a.m. to 5 p.m.
12. Surveillance Cameras are installed in the Library as a security measure.
13. Strict silence is maintained in the Library and the Reading Room.
14. Students should thoroughly make use of the E-library

XXXIV. SUGGESTIONS / COMPLAINTS / GRIEVENCES & MISCONDUCT

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.

STUDENT MISCONDUCT

1. 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.
2. 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.
3. 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.
4. 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.
5. Squatting or remaining within the premises with a view to intimidate or coerce or threaten the management or its officials or staff.
6. 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.
7. Destroying eco-friendly campus/Destroying any furniture in the classroom or on the campus, misbehaving with lawful and restful authority or not following willfully the regulations of the college will be viewed seriously and dealt as per the norms.
8. Malpractice in the exam will be dealt as per the norms given in the handbook.

NB: Ref. Policy document for detailed code of conduct of students

APPENDIX-I

Date: _____

TEMPORARY APPOINTMENT ORDER

To
Ms/Mr
Lecturer in

Dear Ms/Mr

With reference to your application for the post of **Lecturer in** _____ in our College, the Management is pleased to appoint you purely temporarily in the said post for the academic year _____ on the following terms and conditions:

01. Your appointment is purely temporary for a period from _____ to _____. **However, you will not be permitted to leave the College before end of the term.**
02. Your services will come to an end on expiry of the period mentioned in your appointment order, i.e., after A.N. of _____. The Management has no obligation whatsoever to extend this service period.
03. You will be paid Rs. _____/- per month.
04. During the temporary period of service, your services are liable to be terminated at any time with **one** month notice or **one** month salary in lieu thereof, if the Management is not satisfied with your services or if there is no required workload. In this, the decision of the President, Loyola Academy Society, Secunderabad is final. During the period of your service, you shall carry out the duties entrusted to you efficiently and conscientiously and abide by the service rules of the institution.

You shall not seek any employment outside the College when you are in service of the College without the written consent of the Management.
05. You shall not leave the services of the College without giving **one** month notice or paying **one** month salary in lieu thereof to the Management.
06. During the above stipulated period of service you will be entitled to only **one day casual leave** per month.
07. You are requested to take an active part of N.S.S., Extension Programme and other Extra-curricular activities of the College.
08. You shall abide by the service rules by-laws/Regulations/Resolutions and terms and conditions etc., by whatsoever name called by the Governing Body of Loyola Academy Society, and of the Jesuit Province Society, Hyderabad, and should not offend the canon-Law, which are in force and amended from time to time.

Contd... Page... 2

: Page.... 2:

09. In matters pertaining to the duty hours, days off, holidays, leave etc., you will be governed by the rules framed and enforced by the College/Management in this regard. You are to put in a net total of minimum 20 hours of classes per week.
10. You are always directly accountable to the Correspondent of the College and your services will be utilized according to the need of the College during your service period.
11. You are hereby informed that you have not been selected through proper selection committee. Hence you are advised to attend the said proper selection committee which will be held in the college in due course.
12. You should follow the dress code of the College.

If you would accept the post offered in this College with the terms and conditions as detailed above, you are hereby requested to return the (duplicate) copy of Appointment Order duly signed as well as the joining report so as to reach the office of the undersigned on or before **01.02.2021**.

You are requested to submit the following Original Certificates to the undersigned:

- | | | |
|----------------------|----------------------|------------------------|
| 01. Tenth Class | 02. Intermediate | 03. Degree Certificate |
| 04. P.G. Marks Memos | 05. P.G. Certificate | 06. Aadhar Card |
| 07. PAN CARD | | |

CORRESPONDENT

To
The Correspondent
Loyola Academy
Old Alwal
Secunderabad – 500 010.

Respected Rev.Fr.,

ACCEPTANCE OF APPOINTMENT ORDER AND REPORTING FOR DUTY

I accept the Appointment Order dated _____ issued by the Correspondent fully understanding its implications and I agree to its limitations.

Further, I undertake to carry out the duties and responsibilities attached to this post to the best of my abilities and to assist the authorities of the College in every other manner.

In response to the Appointment Order, I am hereby reporting for duty as **Lecturer in** _____ on _____ F.N.

Hence, I request you to permit me to join duty.

Thanking you,

Yours faithfully,

Place: Secunderabad

Date:

(Ms/Mr _____)

REGULARISATION ORDER

Ref. No. PER/REG/APP/UA/2020

Date:

Sub: LOYOLA ACADEMY, OLD ALWAL, SECUNDERABAD - Regularisation of
appointment of as LECTURER IN _____ – Reg.

* * *

Mrs. /Mr _____ was appointed temporarily as **LECTURER IN** _____
on _____. The Correspondent of the College is pleased to inform you that your
appointment in the capacity of **LECTURER IN** _____ has been regularised
by the Management with effect from _____ at **U G** Level subject to the
following terms and conditions.

13. You have been assigned the Pay Scale of Rs. _____ with annual grade increments periodically.
14. Your post will remain the same as agreed upon during your services. Any change in the post will be at the discretion of the Management of the College.
15. You should deposit your certificates (Originals) with the Correspondent. The certificates will remain in the college throughout your service.
16. You shall abide by the rules and regulations in force vide service rules framed/prescribed by the Management from time to time. You shall discharge the duties assigned to you diligently, efficiently and honestly.
17. Your services are also liable to be terminated if you are found guilty of dishonesty, irresponsible behaviour, negligence, indiscipline, or absconding from duty without prior permission or committing any act detrimental to the interest of the College. In the above matter the opinion and decision of the Management is final.
18. During the period of service, your services are liable to be terminated at any time with three months' notice or three months' salary in lieu thereof, if the Management is not satisfied with your services. In this, the decision of the Chairman, Loyola Academy Society, Secunderabad is final. During the period of your service, you shall carry out the duties entrusted to you efficiently and conscientiously and abide by the service rules of the institution.
19. You may be allowed to leave the services only at the end of the academic year after having given in writing three months' notice prior to that to the Management or paying three months' salary in lieu thereof, but not entitled for any service benefits whatsoever. Any due to the Management will be recovered from your savings in the College.
20. You are not permitted to accept any appointment elsewhere while in service at the College unless permitted by the Management. However, the Management shall not refuse to forward such application but may decline to relieve you when the need arises within the stipulated time as mentioned in para No.6 of ante.

Contd...Page.. 2

21. If you desire to take up any course/study, you should obtain prior written permission from the Correspondent. If you fail to do so, the qualifications acquired by you will not be taken into account for any purpose.
22. In matters pertaining to the duty hours, schedule of working in the College from time to time, days off, holidays, leave etc., you will be governed by the rules framed and enforced by the College/Management in this regard. You are to put in a net total of **minimum 20 hours** of classes per week and the Management is at liberty to utilise your services beyond the specified hours and Public Holidays as and when required.
23. You are always directly accountable to the Correspondent of the College and your services will be utilized according to the need of the College during your service period.
24. During the above stipulated period of service you will be entitled to only **one day casual leave** per month and no other leave is allowed other than extraordinary leave decided by the management
25. There would be a continuous appraisal of your performance in the institution in all respects viz. subject knowledge, presentations skills, classroom management, regulating the conduct of the students inside and outside the class, participation in seminars and workshops, initiative in organizing co-curricular activities in the Departments besides his/her own conduct and regularity to work.
26. You are required to keep updating your subject knowledge and skills of teaching on a continuous basis. You have to act as “**Campus Counsellor**” to a group of students as allotted by the Principal from time to time and act as their friend; philosopher and guide till all of them complete their studies in the college.
27. You will be considered for periodical increments or additional incentives or any other modes of encouragement strictly basing on your commitment to the job, result oriented performance at all times. This order of regularisation ensures continuity of job but subject to performance as assessed periodically by the Management. The Management will be at liberty to take all possible measures in case you are found to be wanting in any of the above while discharging your duties as a member of the faculty. Further, it is also informed that if you are not a Ph.D. holder, then you should strive to complete Ph.D. degree in **four years** from now. **If he/she is a Ph.D. holder, he/she should continue to publish minimum two (2) papers in reputed national and international journals in a year and presentation at seminars as part of post Ph.D. activities regularly without fail and same should be submitted to the undersigned before end of the academic year for College record.**
28. **You should follow the dress code of the College.**

In case the above terms and conditions are acceptable to you, please give a letter of undertaking as a token of your having accepted the aforesaid terms and conditions.

We hope and pray your period of service with the Management will be both pleasant and fruitful.

CORRESPONDENT

To
Mrs
LECTURER IN
Loyola Academy, Alwal, Secunderabad – 500 010
Copy to personal file.
Spare.

To
The Correspondent
Loyola Academy
Alwal
Secunderabad – 500 010.

Respected Rev.Fr.,

ACCEPTANCE OF REGULARISATION ORDER

I accept the Regularisation Order dated _____ issued by the Correspondent fully understanding its implications and I agree to its limitations.

Further, I undertake to carry out the duties and responsibilities attached to this post of **LECTURER IN** _____ to the best of my abilities and to assist the authorities of the College in every other manner from the date my regularisation _____ at **U G** Level

Thanking you,

Yours faithfully,

Place: Secunderabad

Date: (Mrs /Mr)

ANNEXURE – II
LOYOLA ACADEMY DEGREE & PG COLLEGE
ALWAL, SECUNDERABAD 500 010
STAFF EVALUATION FINAL REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
 E) To be Improved: 2...)

Staff name: _____ Designation: _____ Department: _____

- | | | |
|--|---|---|
| 1. Student evaluation percentage | (|) |
| 2. Peer group evaluation percentage | (|) |
| 3. Self-evaluation percentage | (|) |
| 4. Principal evaluation percentage | (|) |
| 5. Course evaluation Percentage | (|) |
| 6. Average No. of classes taught in this semester | (|) |
| 7. No. of leaves applied in a year & late coming | (|) |
| 8. Research: Internal/Minor/Major research projects | (|) |
| 9. Research papers UGC prescribed Journals @impact factor | (|) |
| 10. Books Published | (|) |
| 11. No of subjects taught during the semester | (|) |
| 12. Average percentage of the marks obtained in a subject/s taught | (|) |
| 13. National or international Seminar/workshops, guest lectures. | (|) |
| 14. Activities organized: Industrial tours, clubs, extension activities. | (|) |
| 15. Catering to the needs of weaker and advanced students | (|) |
| 16. Achievements: Ex. consultancy/resource person / Awards | (|) |
| 17. NPTEL / SWAYAM / FDP | (|) |
| 18. Skill enhancement courses/ Innovation/incubation/MOUs | (|) |
| Total CGPA on 10%scale | (|) |
| 19. Strength of the lecturer: | | |
| 20. Opportunities of the Lecturer: | | |
| 21. Weakness of the lecturer: | | |

Confidential Report of Fr. Principal to the Correspondent/Management:

- | | | |
|---|---|---|
| 22. Recommended to the following year: (Yes / No/On Condition-OC) | (|) |
| 23. API Scoring | (|) |
| 24. Elevated to Assistant/Associate/Professor/Guide based on API | (|) |
| 25. For Increment Based on the CGP 4% / 6% / 8% / 10% | (|) |
| 26. Incentives (Research/Publications in peer reviewed journals
books/awards/meritorious services /Resource person etc.) | (|) |
| 27. Any complaints from the students/ Acts of Misconduct | (|) |
| 28. Any Other Concerns: _____ | | |

Signature of the Principal

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

VICE PRINCIPAL / BLOCK INCHARGE / COORDINATOR EVALUATION FINAL REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;

E) To be Improved: 2...)

Name_____ **Designation:**_____ **Department**_____

1. Student evaluation percentage ()
2. Peer group evaluation percentage ()
3. Self-evaluation percentage ()
4. Principal evaluation percentage ()
5. Average No. of classes taught for PG Students ()
6. Research: Internal/Minor/Major research projects ()
7. Research papers published UGC prescribed Journals /
International/ Books Published ()
8. Nurtured with good administrative & Leadership qualities ()
9. Activities organized like Industrial tours, National or international Seminars, extension
activities, resonance, College day, clubs /consultancy etc. ()
- Total CGPA on 10%scale ()**
- 10. Strengths:**
11. Opportunities/To be improved:
12. Weakness:
- 13. Confidential Report of Fr. Principal to the Correspondent/Management:**
14. Recommended to the following year: (Yes / No) ()
15. API Scoring ()
16. Elevated to Assistant/Associate/Professor/Guide based on API ()
17. For Increment Based on the CGP 4% / 6% / 8% / 10% ()
18. Incentives (Research/Publications in peer reviewed journals
books/awards/meritorious services /Resource person etc.) ()
19. Any complaints from the students/ Acts of Misconduct ()
20. Any Other Concerns: _____

Signature of the Principal

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

PLACEMENT STAFF EVALUATION FINAL REPORT

**(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)**

Name _____ **Designation:** _____ **Department** _____

1. Student evaluation percentage ()
2. Peer group evaluation percentage ()
3. Self-evaluation percentage ()
4. Principal evaluation percentage ()
5. Average No. Placement related classes taught for PG Students ()
6. Average no of Career guidance courses/workshops conducted ()
7. Average No of new industries contacted/roped into the Dept. ()
8. No of MOUs made with different industries. ()
9. Activities organized by the placement in charge/department. ()
- Total CGPA on 10% scale ()**
1. Strengths: example: Punctual / maintains discipline / uses creative methods of teaching / engages full hour.
2. Opportunities/To be improved:
3. Weakness of the staff:
4. **Confidential Report of Fr. Principal to the Correspondent/Management:**
5. Recommended to the following year: (Yes / No/On condition-OC) ()
6. For Increment Based on the CGPA 4% / 6% / 8% / 10% ()
7. Incentives (for increasing placements / roping in –
new Multinational companies/MOUS/Novel Training ()
8. For maintain good filing system and Placement databases ()
9. Any complaints from the students/ Acts of Misconduct ()
10. Any Other Concerns: _____

Signature of the Principal

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

LIBRARIAN EVALUATION FINAL REPORT

**(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)**

Name _____ **Designation:** _____ **Department** _____

1. Student evaluation percentage ()
2. Peer group evaluation percentage ()
3. Self-evaluation percentage ()
4. Upkeep of the library ()
5. Principal evaluation percentage ()
6. Average No. Programmes organized for the students ()
7. Average no of Career guidance courses/workshops conducted ()
8. Average No of innovative ideas incorporated into the library. ()
9. No of MOUs made with different Libraries/
publishing book houses. ()
10. Activities organized by the Librarian. ()
- 11. Total CGPA on 10%scale ()**
12. Strengths: example: Punctual / maintains discipline / uses creative methods of teaching /
engages full hour.
13. Opportunities/To be improved:
14. Weakness:
- 15. Confidential Report of Fr. Principal to the Correspondent/Management:**
16. Recommended to the following year: (Yes / No) ()
17. For Increment Based on the CGPA 4% / 6% / 8% / 10% ()
18. Incentives (for increasing Staff & Student visits to the library for reference / Research /
MOUS / Novel Training ()
19. For maintain good filing system and databases ()
20. Any complaints from the students/ Acts of Misconduct ()
21. Any Other Concerns: _____

Signature of the Principal

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

PHYSICAL EDUCATION DIRECTOR EVALUATION FINAL REPORT

**(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)**

Name _____ **Designation:** _____ **Department** _____

1. Student evaluation percentage ()
2. Peer group evaluation percentage ()
3. Self-evaluation percentage ()
4. Upkeep of the office/sports fields ()
5. Principal evaluation percentage ()
6. Average No. sports district/state/national level sports/games organized for the students in this sem/year ()
7. Average no of coaching sessions conducted for all the games ()
8. Average No of innovative ideas incorporated into the sports and games. ()
9. No of MOUs made with different Sports Units
10. Awards / meritorious/recognition certificates achieved. ()
- Total CGPA on 10%scale ()**
11. Strengths: example: Punctual / maintains discipline / uses creative methods of teaching / engages full hour.
12. Opportunities / To be improved:
13. Weakness:
- 14. Confidential Report of Fr. Principal to the Correspondent/Management:**
15. Recommended to the following year: (Yes / No) ()
16. For Increment Based on the CGPA 4% / 6% / 8% / 10% ()
17. Incentives (for best performance & increasing - Staff & Student participation in sports and games ()
18. MOUS/Novel Training ()
19. For maintain good filing system and databases ()
20. Any complaints from the students/ Acts of Misconduct ()
21. Any Other Concerns: _____

Signature of the Principal

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

NCC/NSS/EXTENSION COORDINATORS EVALUATION FINAL REPORT

**(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)**

Name _____ **Designation:** _____ **Department** _____

1. Student evaluation percentage ()
2. Peer group evaluation percentage ()
3. Self-evaluation percentage ()
4. Principal evaluation percentage ()
5. Average No. Programmes/ Activities organized for the students ()
6. Average no of Motivational talks /workshops conducted ()
7. Average No of innovating ideas incorporated into the unit. ()
8. No of MOUs made with different outside units ()
9. Awards /recognition certificates achieved ()
10. Trained the students to participate at National-level programmes. ()
- 11. Total CGPA on 10%scale ()**
12. Strengths: Punctual / maintains discipline / uses creative methods of teaching / engages full hour.
13. Opportunities/ To be improved:
14. Weakness:
- 15. Confidential Report of Fr. Principal to the Correspondent/Management:**
16. Recommended to the following year: (Yes / No) ()
17. For Increment Based on the CGPA 4% / 6% / 8% / 10% ()
18. Incentives (for best performance & increasing Staff & Student to join the Unit) ()
19. MOUS/Novel Training ()
20. For maintain good filing system and databases ()
21. Any complaints from the students/ Acts of Misconduct ()
22. Any Other Concerns: _____

Signature of the Principal

APPENDIX -III
LOYOLA ACADEMY DEGREE & PG COLLEGE
ALWAL, SECUNDERABAD 500 010
LIBRARIAN SELF EVALUATION REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
 E) To be Improved: 2...)

DATE _____

S.No	Points for the evaluation	Explanation	Evaluation Points
1	Name		
2	Designation		
3	Temporary/Regular		
4	knowledge about library.		
	Posts held in the institution		
5	No of Leaves applied during the previous semester/year		
6	No of hours present in the library during the last sem/year		
7	No of workshops/seminars organized by you for the students/staff.		
8	No of guest lectures organized by you for the students		
8	Created Easy access to the reference section/Library.		
10	Knows thoroughly the rules and regulations of the library		
11	Completed PhD/NET/SET mention		
12	No of books and papers published		
13	Achieved Awards/Meritorious certificates/Patents		
14	Rendered services as consultant /Resource person to other colleges/institutions		
15	No of lectures/virtual lectures created to help the student/staff to utilise the resources of the library		
16	NPTEL/MOOCs courses attended		
17	Recognition by national institutes for the knowledge acquired by you		
18	Available for the institutional work		
19	Knowledge on the utilization of the software's of the library		
Total			
Average			

LOYOLA ACADEMY DEGREE & PG COLLEGE
ALWAL, SECUNDERABAD 500 010
PHYSICAL EDUCATION DIRECTORS' SELF EVALUATION REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)

Date: _____

S.No	Points for the evaluation	Explanation	Evaluation Points
1	Name		
	Designation		
3	Temporary/Regular		
4	Knowledge, Ability, skilful and technical knowledge about sports and games.		
5	Posts held in the institution		
6	No of Leaves applied during the previous semester/year		
7	No of programmes organized in sports and games during this year/Sem for staff and students.		
8	No of hours present in the sports filed during the last Sem/year		
9	Ability to spot & recruit the best sports students into the college team		
10	Punctuality, Regularity, and maintenance of the discipline of the college students		
11	Ability to maintain the grounds and playfields spick and span		
12	Completed PhD/NET/SET mention		
13	Achieved Awards / Meritorious certificates / MOUS personally recorded		
14	Rendered services as consultant / Resource person to other colleges / institutions		
15	NPTEL / MOOCS courses attended		
16	Available for the institutional work		
17	Has knowledge in Instructing students on sports and games		
18	Ability in executing productively the day today sports		
19	Ability for conducting inter-class / intercollege / intramural / district / national games / tournaments		
20	Conducting coaching classes in sports and games & Preparing the sports students for competitions (District, State and National)		
21	Preparation of Students and staff for the Celebration of national festivals.		
22	Helping / Motivating the student to reach his / her Goal in sports and games and imparting positive values.		
TOTAL			
AVERAGE			

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

NCC COORDINATORS SELF EVALUATION REPORT

**(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)**

DATE: _____

S.No	Points for the evaluation	Explanation	Evaluation Points
1	Name		
2	Designation		
3	Temporary/Regular		
4	Knowledge, Ability, skilful and technical knowledge about your UNIT.		
5	Posts held in the institution		
6	No of Leaves applied during the previous semester/year		
7	No of programmes organized in NCC / NSS / EXTENSION during this year / Sem for staff and students.		
8	No of hours contributed to your UNIT in training the students during the last sem/year		
9	Equity practised in recruiting the students into the college UNIT		
10	Punctuality, Regularity, and maintenance of the discipline of the college students		
11	Upkeep of the place where students are trained		
12	Completed PhD/NET/SET mention		
13	Achieved Awards / Meritorious certificates / MOUS personally recorded		
14	Rendered services as consultant /Resource person to other colleges/institutions		
15	NPTEL/MOOCs courses attended		
16	Available for the institutional work		
17	Degree of knowledge in Instructing students about the unit		
18	No of students promoted to state or national level programmes		
19	Published papers /books/magazines in particular discipline		
20	Awarded for Meritorious services		
21	Preparation of Students and staff for the Celebration of national festivals.		
22	Helping/Motivating the student to reach his/her Goal by imparting positive values.		
TOTAL			
AVERAGE			

LOYOLA ACADEMY DEGREE & PG COLLEGE
ALWAL, SECUNDERABAD 500 010
NSS COORDINATORS SELF EVALUATION REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
 E) To be Improved: 2...)

S.No	Points for the evaluation	Explanation	Evaluation Points
1	Name		
2	Designation		
3	Temporary / Regular		
4	Knowledge, Ability, skilful and technical knowledge about your UNIT.		
5	Posts held in the institution		
6	No of Leaves applied during the previous semester / year		
7	No of programmes organized in NCC / NSS / EXTENSION during this year / Sem for staff and students.		
8	No of hours contributed to your UNIT in training the students during the last Sem / year		
9	Equity practised in recruiting the students into the college UNIT		
10	Punctuality, Regularity, and maintenance of the discipline of the college students		
11	Upkeep of the place where students are trained		
12	Completed PhD / NET / SET mention		
13	Achieved Awards / Meritorious certificates / MOUS personally recorded		
14	Rendered services as consultant / Resource person to other colleges / institutions		
15	NPTEL/MOOCs courses attended		
16	Available for the institutional work		
17	Degree of knowledge in Instructing students about the unit		
18	No of students promoted to state or national level programmes		
19	Published papers / books / magazines in particular discipline		
20	Awarded for Meritorious services		
21	Preparation of Students and staff for the Celebration of national festivals.		
22	Helping/Motivating the student to reach his/her Goal by imparting positive values.		
TOTAL			
AVERAGE			

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

PLANET/EXTENSION COORDINATORS SELF EVALUATION REPORT

**(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)**

Sl.No.	Points for the evaluation	Explanation	Evaluation Points
1	Name		
2	Designation		
3	Temporary / Regular		
4	Knowledge, Ability, skilful and technical knowledge about your UNIT.		
5	Posts held in the institution		
6	No of Leaves applied during the previous semester / year		
7	No of programmes organized in NCC / NSS / EXTENSION during this year / Sem for staff and students.		
8	No of hours contributed to your UNIT in training the students during the last Sem/year		
9	Equity practised in recruiting the students into the college UNIT		
10	Punctuality, Regularity, and maintenance of the discipline of the college students		
11	Upkeep of the place where students are trained		
12	Completed PhD / NET / SET mention		
13	Achieved Awards / Meritorious certificates / MOUS personally recorded		
14	Rendered services as consultant / Resource person to other colleges / institutions		
15	NPTEL / MOOCS courses attended		
16	Available for the institutional work		
17	Degree of knowledge in Instructing students about the unit		
18	No of students promoted to state or national level programmes		
19	Published papers / books / magazines in particular discipline		
20	Awarded for Meritorious services		
21	Preparation of Students and staff for the Celebration of national festivals.		
22	Helping / Motivating the student to reach his / her Goal by imparting positive values.		
TOTAL			
AVERAGE			

LOYOLA ACADEMY DEGREE & PG COLLEGE
ALWAL, SECUNDERABAD 500 010
PLACEMENT SELF EVALUATION REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)

DATE _____

S.No	Points for the evaluation	Explanation	Evaluation Points
1	Name		
2	Designation		
3	Temporary/Regular		
4	Knowledge about placement.		
5	Posts held in the institution		
6	No of Leaves applied during the previous semester/year		
7	No of hours engaged in student activities in a Sem/year		
8	No of workshops/seminars organized by you for the students/staff.		
9	No of guest lectures organized by you for the students		
10	No of placement drives conducted during the year		
11	No of training skills offered to students		
12	Completed PhD/NET/SET mention		
13	No of books and papers published		
14	Achieved Awards / Meritorious certificates / Patents		
15	Rendered services as consultant /Resource person to other colleges/institutions		
16	No of on campus placements 19-20 Dec		
17	No of lectures / virtual lectures created to help the student / staff to utilise the resources of the placement		
18	Knowledge about the student/s who seek placement		
19	NPTEL/MOOCs courses attended		
20	Available for the institutional work		
21	Knowledge on the utilization of the software's of the library		
Total			
Average			

**LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR SELF EVALUATION OF LECTURER SEM I / II / III / IV V / VI - 2020-**

Department **Date**

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Explanation	(Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)
1	Name of the Lecturer		
2	Designation: Lecturer in		
3	Lecturer/Assistant/Associate/Guide		
4	Subjects dealt with during this semester		
5	Posts held in the Institution		
6	Years of Service		
7	Aided/Unaided		
8	No. of leaves applied for in this sem & No of clases taken during this sem		
9	Number of Seminars conducted/organized		
10	Number of Industrial Trips /Gust Lectures/Workshops organized		
11	Number of Papers Published (National /International/UGC prescribed)		
12	Number of Books Published		
13	Completed PhD/ Registered for PhD		
14	Completed NET/SET		
15	No. of remedial classes conducted		
16	Achieved Awards if any/ Filed for Patents if any		
17	Applied for Institutional/ Minor/Major Projects-Status		
18	Rendered consultancy Services/ given Guest Lectures		
19	No of practical & teaching classes taken during this sem		
20	ICT/LMS methods used in the class		
21	No of video capturing lectures posted		
22	No of NPTEL/SWAYA/MOOCs/FDPs courses attended/completed		
23	Available for the institutional work/Specify the area		
24	API Scoring (attach a calculated Sheet)		
25	Any other meritorious services rendered		
Total & Average			

APPENDIX-IV

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

LIBRARIAN STUDENT EVALUATION REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;

E) To be Improved: 2...)

CLASS _____ **DATE** _____

S.No	Points for the evaluation	Librarian-1	Assist. Librarian-1	Assist. Librarian-2
1	The librarian and the staff cooperative, helpful, cordial.			
2	They are resourceful.			
3	They are accountable for their responsibilities.			
4	They have specific and good knowledge about library.			
5	They help the student/staff in all matters connected to the use of library			
6	They give adequate assistance in finding relevant references and material in the library?			
7	They conduct workshops about how to use the latest resources.			
8	He/she increased the facility of the library.			
8	Created Easy access to the reference section.			
10	The librarian maintains absolute discipline in the library.			
11	They are knowledgeable of the software's available in the library.			
12	They train the students on how to utilize the resources in the library.			
13	They help the students on how to browse or search for relevant matter.			
14	They help the students to search for e-books/journals/publications.			
15	Created easy access for xerox facility from the reference library.			
Total				
Average				

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

PHYSICAL EDUCATION DIRECTORS' EVALUATION REPORT

(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;

E) To be Improved: 2...)

CLASS _____ **DATE** _____

S. No	Points for the Evaluation	Physical Education Director	Assistant PD
1	Knowledge on the subject - Sports and Games		
2	Ability to draw fixtures on games and sports.		
3	Ability to render skilful and technical knowledge about sports and games.		
4	Ability to spot & recruit the best sports students into the college team without partiality		
5	Punctuality, Regularity, and maintenance of the discipline of the college students		
6	Ability to maintain the grounds and playfields spick and span		
7	Has knowledge in Instructing students on sports and games		
8	Planning and executing productively the day today sports		
9	Planning for conducting inter-class / intercollege / intramural / district / national games / tournaments		
10	Conducting coaching classes in sports and games & Preparing the sports students for competitions (District, State and National)		
11	Planning / foreseeing the competitions ahead of the time and preparing the students for sports and games.		
12	Keeps intact gymnasium and other instruments related to sports and games		
13	Helping / Motivating the student to reach his / her Goal in sports and games and imparting positive values.		
13	Preparation of Students and staff for the Celebration of national festivals.		
TOTAL			
AVERAGE			

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

NCC / NSS / EXTENSION COORDINATORS EVALUATION REPORT

**(Evaluation Criteria: - A) Best: 10; B) V.Good: 8; C) Good: 6; D) Satisfactory: 4;
E) To be Improved: 2...)**

CLASS _____ **DATE** _____

S.No	Points for evaluation	NSS	EXTENSION ACTIVITIES-PLANET
1	Knowledge on NCC / NSS / EXTENSION		
2	Planning / foreseeing the events or programmes / competitions ahead of the time		
3	Punctuality, Regularity, and maintenance of the discipline of the college students		
4	Ability to render skilful and technical knowledge about NCC / NSS / EXTENSION.		
5	Helping / Motivating the student to reach his/her Goal by training them in one or more of these activities		
6	Imparting positive values in the mind of the student about training and practicing		
7	Available for all the programmes organized by the college		
8	Available to celebrate National or regional festivals		
9	Available for all the social causes to help the needy / local community		
10	Takes up awareness programmes in the local community.		
11	Brings awareness through clubs /extracurricular and cocurricular activities		
12	He / She is cordial friendly and at the same strict in rendering his/her duties		
13	Active and vibrant in training the students and focusing them towards the needs of the society		
14	Conducting workshops / Seminars / programmes to bring awareness of the importance of NCC / NSS / EXTENSION		
15	Equity is ensured in all the areas of training and promoting		
Total			
Average			

LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR STUDENT EVALUATION OF LECTURERS SEM I / II / III / IV / V / VI - 2020-

Class.....

Date

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Lecturer-1:	Lecturer-2:	Lecturer-3:	Lecturer-4:	Lecturer-5:
1	The lecturer has very good Knowledge on the subject					
2	The lecturer explains the concepts with Clarity					
3	The lecturer has good teaching and creative skills					
4	The lecturer uses ICT modes in teaching					
5	Takes extra effort to help weaker students by taking remedial classes					
6	The lecturer is Punctual and Regular to the classes					
7	The lecturer organizes industrial trips/ guest lectures etc.					
8	The lecturer holds the attention of students throughout the class.					
9	He/she she helps the student through participative learning					
10	Conducts regular practical's					
11	He/She guides the student to reach their goals as a mentor					
12	Takes extra interest to help the students to learn latest skills in the subject					
13	He/She encourages the student to participate in Extra-Curricular activities					
14	Imparts Positive Attitude and Moral Values					
15	She/he treats all the students equally and respects equity					
16	Gives assignments on regular basis to help the student to learn new skills					
17	He /she submits the corrected answer scripts on time					
18	The lecturer completes the syllabus on time					
19	Has great respect towards the institution					
20	Lecturer helps the students to encourage internship					
21	Lecturer takes personal interest in guiding the student towards innovative projects					
22	Curriculum is prepared based on the evaluation received from experts and stake holders					
23	The Lecturer encourages field trips / extension services					
24	The lecturer encourages students centric methods					
Total & Average						

LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR COURSE / SUBJECT EVALUATION OF SEM I / II / III / IV / V / VI - 2020-

Department.....

Date

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Lecturer-1:	Lecturer-2:	Lecturer-3:	Lecturer-4:	Lecturer-5:
1	The Concerned Lecturer explained the utility/importance of the course for future progress of a student before starting /teaching the course					
2	The course is designed as per the industrial need by the department					
3	The course is designed for life learning and has informed me about course outcomes					
4	The Course/subject is useful for the future endeavor (Placement/Further studies)					
5	The student can grasp the course with clarity and acquire skills					
6	The curriculum introduced is student friendly					
7	Enough practicals' are designed to learn the course					
8	Grading techniques were taught before introducing the course					
9	The Lecturer appointed is very confident and has good knowledge on the course					
10	He/She used creative skills and examples to teach the course					
11	The Lecturer used all types of teaching AIDS to deliver the subject					
12	The course taught has Industrial relevance					
13	Lecturer spent extra time in teaching slow learners and encouraged advance learners					
14	Lecturer clarified the doubts with clarity					
15	The Lecturer showed lot of enthusiasm in teaching the course /subject					
16	Enough exposure is given to learn the subject					
17	The lecturer illustrates the concepts through examples and applications					
18	The lecturer identifies the strengths and provide right level of challenges					
19	Content was presented clearly and effectively					
20	By attending this course, I acquired new and advanced skills.					
21	Parent teacher meeting was helpful					
22	The lecturer was fare in the internal evaluation process					
23	My performance in the exams was discussed personally by the lecturer					
24	The lecturer takes active interest in promoting internship, student exchange, field visit opportunities					
25	The amount of effort you put into this course was					
26	On average, how many hours a week did you spend on this course (including class time)?					
27	The lecturer has introduce student centric methods, such as experimental learning, participative learning and problem solving methodologies for enhancing learning experiences					
Total & Average						

LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR VICE-PRINCIAL / BLOCK-IN-CHARGE EVALUATION OF SEM I / II / III / IV / V / VI - 2020-

Department

Date

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Lecturer / Student:	Any other information
1	The Vice Principal /block In charge/Fosterers a culture of professionalism		
2	Exhibits good leadership qualities and is a roll model to the student		
3	He is nurtured with good administrative qualities		
4	He foresees the institutional, student and staff requirements		
5	He is an optimistice motivator of the student community		
6	He motivates guides and helps the student and staff community in their need		
7	He maintains discipline of the institution		
8	He encourages extracurricular and cocurricular activities		
9	He is available to the student and the staff in their need		
10	He organizes orientation, seminar, workshops to know about the institution and its values		
11	He Builds a good rapport and relationship with staff and students		
12	Takes calculative risks to help the institutional and students progression		
13	He takes regular motivation /value classes		
14	He encourages the student to go on industrial trips/participate in seminars/workshops		
15	He creates a sense of belonginess towards the college ethos and values		
16	He abides by the policies of the institution		
17	He understands the psyche of students and guides them in time of their need		
18	He guides the council members of the college to perform their duties and responsibilities to the optimum level		
19	He encourages creative and innovative ideas from students, teachers, and parents		
20	When problem-solving, he gathers information from multiple relevant sources and stakeholders, such as teachers, parents, students, other Deans etc.,		
21	He Makes timely decisions, using intuition as well as data in the face of ambiguity.		
22	He Speaks in a clear and articulate manner, adapting communication content and style to different audiences.		
23	He Motivates, staff and students to action by expressing enthusiasm, optimism, and passion for ideas and initiatives.		
24	He Monitors the departmental curriculum and progression of the department in implementing the curriculum		
25	He organizes the programmes /events/club activities/ festivals of the college		
26	Encourages the staff to create placement opportunities to the students		
27	He encourages the lecturers to be accountable and responsible for their attainment of goals		
Total & Average			

LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR PROGRAMME / DISCIPLINE EVALUATION SHEET OF THE YEAR 2020-

Department / Name / UID No **Date**

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Evaluation Criteria by the passed out Student:	Any other:
1	The curriculum designed is very useful for the future progress of the student		
2	The programme helped the student to gain confidence to apply job/ further studies		
3	The programme helped the student to develop innovative ideas to meet desired needs		
4	The programme helped the student to learn soft skills and to communicate effectively		
5	The programme helped the student to learn new analytical skills/ techniques and modern tools to apply in the workplace		
6	The practical knowledge helped the student to interpret the data and analyze.		
7	The outcome of the learning created confidence to face the future		
8	The programme helped the student to attain his/her goals and objectives		
9	The departmental staff took responsibility in shaping the student's future		
10	The staff adopted latest skills and innovative ideas to teach the students.		
11	Lecturers has implemented effective classroom strategies		
12	Conducted carrier /soft skills/ placement training sessions		
13	Conducted community and extension activities		
14	Groomed the student with research methodology and initiated to research/minor/major projects.		
15	Industrial trips/workshop/seminars were useful to update new generation/21 st century skills		
16	Infrastructure of the department is adequate (classrooms/labs/canteen/games/NC/NSS etc)		
17	Students needs were attended immediately by concerned authorities		
18	Introduced to club/Extracurricular and cocurricular activities		

19	Mentor facility/Health care and counselling facility were adequate		
20	Slow learners and advanced learners were given equal opportunity to progress		
21	Adequate training is given to face the future		
22	Opportunity was given to interact/ exposure with other institutes and industries		
23	Parent teacher meeting was very useful		
24	Acquired skills to be placed for internship		
25	Acquired learning and innovative skills and intuitive skills to be an entrepreneur		
26	The department provides multiple opportunities to learn and grow		
27	The department has informed me about the programme outcome		
28	Efforts are made by the institute to inculcate soft skills, life skills, and employability skills to make the student ready for the world of work		
29	The institution conducts required qualitative evaluations		
30	The institute has introduced student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enhancing learning experiences		
31	The discipline and values helped the student to be more responsible and accountable		
32	The institution helped me to be compassionate and empathetic towards helping others.		
33	Acquired the qualities to be a qualitative leader		
34	The programme helped me to face any type of challenges in the future		
Total & Average			

LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR PLACEMENT OFFICER EVALUATION SHEET OF THE YEAR 2020-

Placement Office

Date

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Lecturer-1:	Lecturer-2:	Lecturer-3:	Lecturer-4:	Lecturer-5:
1	The Knowledge of the Placement Officer (PO)/ Lecturer about the Placement Requirements of the Industries is					
2	The Capacity of the PO/Lecturer to motivate and train the Students to be ready for the Placement is					
3	The number of Career guidance Lectures conducted or organized by the PO/Lecturer to enhance the capacity of the Students are					
4	The instructions on the Physical Appearance of the Students by the PO/Lecturer are					
5	The number of MOC Placement Interviews/Tests conducted by the PO/Lecturer are					
6	The familiarity and follow-up of the Students who registered in the Placement Cell by the PO/Lecturer is					
7	The Number of probable Industries/Companies introduced by the PO/Lecturer to the Students/Department is					
8	The Number of visits to the Companies/Industries organised for each Department during the Academic Year by the PO/Lecturer is					
9	The counselling capacity, availability and approachability of the PO/Lecturer the Students is					
10	The readiness and willingness of the PO/Lecturer to mentor the Students to reach the goal is					
11	The Number of CEOs of Companies/Industries brought by the PO/Lecturer to address the aspiring Students is					
12	The Extra Interest/Efforts put in by the PO/Lecturer to help the Students to learn latest Skills to appear for the placement is					
13	The kind of guidance and information provided by the PO/Lecturer with regards to the Placement related Extra-Curricular Activities to the Students is					
14	The number of Softskills Training Sessions/Workshops/Seminars organised by the PO/Lecturer to the Students is					
15	The efforts of the PO/Lecturer to impart Positive Attitude and boost Morale of the Students is					
16	The treatment by the PO/Lecturer of the Students irrespective of Gender, Religion, Colour, Culture and Class is					
17	The motivating and encouraging efforts of the PO/Lecturer to arrange Internship for the Students is					
18	The kind of personal Interest shown by the PO/Lecturer to every Student who approaches for placement is					
19	The Qualification/Availability/Approachability/ readiness to be updated and upto date of the PO/Lecture is					
Total & Average						

APPENDIX - V

**LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR PEER GROUP EVALUATION OF LECTURERS SEM I / II / III / IV / V / VI - 2020-**

Department

Date

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Lecturer-1:	Lecturer-2:	Lecturer-3:	Lecturer-4:	Lecturer-5:
1	The Relational and Cordiality Quotient of the Lecturer towards the Fellow Staff is					
2	The Institutional Welfare and Optimistic Attitude of the Lecturer is					
3	The Helping Nature and Willingness of the Lecturer to those in Need and Deserve is					
4	The Availability and Volunteering Nature of the Lecturer to carry out the Departmental Activities is					
5	The Enthusiasm and Zeal to Organize Seminars, Guest Lectures, Industrial Trips and Workshops is					
6	The visible urge of the Lecturer to equip with Latest Knowledge and Skills is					
7	The Scaffolding Support and Encouragement provide by the Lecturer to the Students to be Innovative and Creative is					
8	The Knowledge of the Subject and the Clarity of Teaching of the Lecturer is					
9	The Creativity Quotient of the Lecturer in the Classroom is					
10	The Employment Percentage of ICT Modes by the Lecturer in the Classroom Teaching is					
11	The Visibility Rate of taking Extra Efforts to help the Weaker Students by way of the Remedial Classes is					
12	The Punctuality and the Regularity of the Lecturer to the Classes is					
13	The Rate of Participative Learning and Teaching Employed by the Lecturer in the Class is					
14	The Scale of Conducting Regular Practicals					
15	The Rate of Willingness of the Lecturer to motivate, guide and accompany the Students to be fiercely goal oriented					
16	What is the grade you give to the Lecturer regarding the treatment of the Students. Does She/he respect diversity treat all equally					
17	Is the Lecturer ever willing to guide and help the Student to acquire New Skills					
18	Does the Lecturer submits the corrected Answer Scripts on time...					
19	Does the Lecturer complete the Syllabus on time					
20	Does the Lecturer acts as a bridge to the Students in case of Internship					
21	Does the Lecturer have aptitude for Research and Publications? If so does he/she come out openly					
22	Has he/she so far received Awards /provided Consultancy/invited for Guest Lectures/ published books/ participated in NPTEL/SWAYAM/MOOCs/ FDP/NET/SET					
23	Does he/she maintains Records & Data of the Students					
Total & Average						

LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR PRINCIPAL EVALUATION OF LECTURER SEM I / II / III / IV / V / VI - 2020-

Department

Date

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Lecturer-1:	Lecturer-2:	Lecturer-3:	Lecturer-4:	Lecturer-5:
1	Name of the Lecturer					
2	Designation					
3	The lecturer is cordial and friendly with management					
4	Cooperative and can assign any responsibility and entrust with any Institutional work					
5	Is the Lecturer punctual and regular					
6	Does he/she contribute services selflessly for the welfare and the development of the Institution					
7	Has he/she received noteworthy Awards if any					
8	Is he/she helpful to the Institution					
9	Does he/she actively participate in the Department when asked to organize Events/Lectures/ Seminars/ Workshops/updating skills etc.					
10	Is he/she on demand for Guest Lectures/Consultancy Services					
11	Does he/she show interest in Research					
12	Is it the Nature of the Lecturer to motivate the students					
13	Is he/she Resourceful and Supportive of the Institution					
14	Any other matter or conduct					
Total & Average						

LOYOLA ACADEMY DEGREE & PG COLLEGE, ALWAL, SECUNDERABAD 500 010
PROFORMA FOR NON-TEACHING STAFF EVALUATION OF SEM I / II / III / IV / V / VI - 2020-

Department

Date

Scale of Evaluation: (Evaluation Criteria: - A) Best: 10; B) V. Good: 8; C) Good: 6; D) Satisfactory: 4; E) To be Improved:2-0)

Sl. No.	Particulars	Lecturer-1:	Lecturer-2:	Lecturer-3:	Lecturer-4:	Lecturer-5:
1	Intelligence					
2	Knowledge of work					
3	Ability					
4	Capacity for work					
5	Responsibility					
6	Punctuality					
7	Regularity					
8	Accountability of the work assigned					
9	Participation in Extra and Co-curricular activities					
10	Communication Skills					
11	Maintenance of Discipline					
12	Knowledge on Current work					
13	Skill in Current Assignment					
14	Conduct					
15	Tact & Courtesy					
16	Reliability					
17	Integrity					
18	Discipline					
19	Relationship with the HOD & Staff/Superiors					
20	Peers					
21	Subordinates					
22	Remarks, if any					
23	Upkeep of the workplace					
24	Upkeeping of the instruments/computers/books etc.					
25	Knows the basic work assigned to him/her					
26	Cooperative when assigned with examination duties					
27	Cordial & approachable					
28	Upkeep of registers					
Total & Average						

APPENDIX - VI

LIST OF REGISTERS AND FILES TO BE MAINTAINED

REGISTERS

1. Admission and withdrawals
2. Pupil's Attendance Register
3. Teaching Staff Attendance Register
4. Non-teaching & Class IV Employees attendance Register
5. Transfer Certificate Book
6. Staff Casual Leave Register
7. Staff Service Books (individual)
8. Visitors' Book
9. Movement Register
10. Work Allotment Register
11. Fee Collection Register
12. Fee Receipt Books
13. General Cash Book, Ledger Book, General Voucher Book
14. Special Fee Resolution Book
15. Special fee Register
16. Special Fee Cash book, ledger book
17. Master Fee Collection Book
18. Acquittance Register
19. Scholarships sanctioned and disbursement register
20. Stock Register
 - a) Games Articles
 - b) Laboratory equipment (All Labs)
21. S.U.P.W. (Socially Useful Productive Work)
22. Audio-visual Equipment
23. Library Stock Register
24. Library Books Issue Register
25. General Furniture – Non-recurring
 - a) Classroom furniture
 - b) Staff-room Furniture
 - c) Principals Office furniture

- d) Administration office (including fans, black boards, almirahs, table, stools, racks waste-paper baskets, type-writers, Xerox or cyclostyle machines, calculators, computers, locks, generators, vehicles etc.
26. Condemned Articles Register
 27. Inward Register
 28. Outward Register
 29. Building construction (Cash and Ledger Books)
 30. General Attendance Register
 31. Leave Register other than casual leave.
 32. Marks Register.
 33. Consolidated Marks Register.
 34. Minutes Register (Meetings etc.)
 35. Promotion Register
 36. Recommendation Register
 37. Treasury Bill Register
 38. Roster Register

FILES

1. Additional Sections Permission File
2. Recognition File Temporary – Permanent
3. Land Documents, Titles deeds
4. Agreements relating to possession of land, building, lease etc.
5. Personal file of each employee: certificates original, Xerox copies.
6. Grant –in-aid file
7. Posts sanction
8. Posts absorbed
9. Pay fixation file
10. Financial Statements
11. Statistics Files
12. Audit Report File: Grant-in-aid / Management Accounts
13. Inspection Report File
14. Admission Forms
15. Textbooks File
16. Time-Table File
17. N.C.C., N.S.S

18. General Circulars from the Govt. Edu. Dept.,
19. Municipal Officer File
20. Police Department
21. Games & Sports File Dist. Level
22. Book Bank
23. Governing Body File
24. Parent Teacher Association File
25. Change of Correspondent File
26. Budget Estimates File
27. Employees Census File
28. P.R.C. File
29. College Annual Report
30. Prize Winners List File