

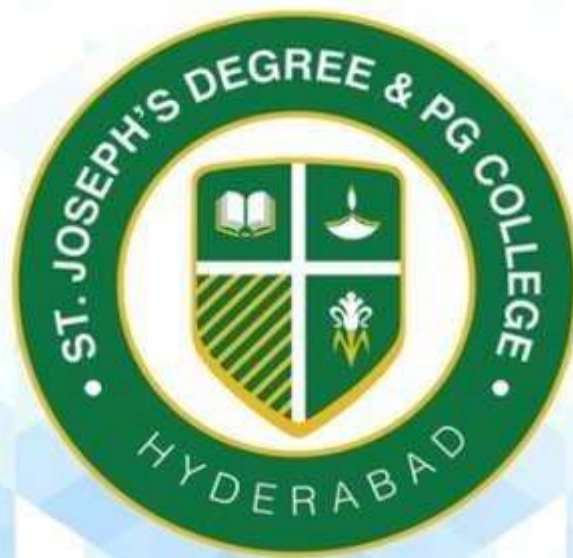
ST. JOSEPH'S DEGREE & PG COLLEGE

Autonomous, Affiliated to Osmania University

Re-accredited by NAAC with 'A' Grade with CGPA 3.49 (September 2019)

A Catholic Christian Minority Institution

Managed by Hyderabad Archdiocese Educational Society, King Koti, Hyderabad



FACULTY MANUAL

&

SERVICE RULES AND REGULATIONS

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Chapter - I: INTRODUCTION

ABOUT THE COLLEGE

St. Joseph's Degree & PG College, established in the year 1997 by the Hyderabad Archdiocese Educational Society. A Co-Educational Catholic Christian Minority Institution run by Hyderabad Archdiocese Educational Society (HAES). St. Joseph's College, reserves for itself its inherent and Constitutional Right (Art 30 (1)) with regard to Management and Administration. Although the College is primarily meant for Catholics, it also admits students without discrimination of caste, language or creed.

The Hyderabad Archdiocese Educational Society

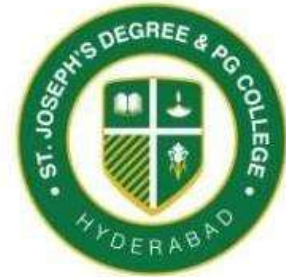
Strategically located in the heart of the City of Hyderabad at Basheerbagh – King Koti Road in a sprawling 2.5 acre campus with 1 Lakh square feet built up area, modern infrastructure and state of the art laboratories, the College is privileged to have eminent collaborators from academia and industry with qualified and enthusiastic teaching and non-teaching staff and vibrant student fraternity..

The college offers a wide range of Under Graduate courses in Commerce, Science, Arts and Business Management, PG courses in MA and MBA where students from surrounding schools and colleges, various districts, neighboring states and foreign countries seek admission.

Our holistic approach to education sets our brand equity as a trusted name for value-based education and integrated learning. Discipline, which is a non-negotiable factor of students' life on our campus, inculcates the value of time management and punctuality. Apart from integrating value education into the main curriculum, several motivational talks, leadership programmes, and regular group and personal counseling sessions are conducted by well qualified counselors to nurture the emotional intelligence of the students making them confident and competitive to take on the challenges of life ahead. The students during the process of education in college emerge as well qualified and socially responsible citizens of India.

Insignia

The Insignia symbolizes KNOWLEDGE, LOVE and SERVICE, the core values of St. Joseph's that we practice to internalize the vision each day through every activity of our college.



- The **Book** signifies **Imparting Knowledge** which enhances the intellectual capacity in theoretical and practical realms to achieve **Academic Excellence**.
- The **Lamp** signifies dispelling darkness and awaken Josephite to the omniscience of God, thus leading to illuminate a successful home and society.
- The **Lily** signifies love to treat all equally and respect their traditions and cultures.
- The **Path Finders** define the unidirectional upward growth of Josephites towards the path of professional success while holding onto the virtues of Knowledge, Service and Love.

Vision & Mission

VISION

To create a distinct environment of excellence in education with humane values and social commitment.

MISSION

We are committed:

- To create and maintain an environment of excellence in education with technological advancements, effective pedagogy and methods of evaluation.
- To develop knowledge citizens with multidisciplinary global competencies.
- To integrate in the students the ennobling virtues of truth, fairness, tolerance and co-operation that leads them to serve the underprivileged.
- To sensitize in Josephites a sense of appreciation of traditional and cultural inheritance of the nation.
- To provide life skills towards a successful career, home and society.

Core Values



- Trust in Divinity
- Foster Integrity
- Acquire Competencies

- Strive for Excellence
- Serve the Society

Chapter - II: MANAGEMENT

1. Statutory Bodies
2. Governing Body and its Functions
3. Academic Council and its Functions
4. Finance Committee Functions
5. Board of Studies

STATUTORY BODIES

Consequent to the attainment of Autonomy by the college under UGC guidelines, with effect from the academic year 2011-12, various statutory bodies have been constituted to discuss, suggest and formulate rules and guidelines regarding Admission, Academic Curricular, Co-Curricular, Extra-Curricular, Research, Infrastructural and transaction with all the stakeholders. These statutory bodies are:

- Governing Body
- Academic Council
- Finance Committee
- Board of Studies

Governing Body and its Functions

The Archbishop of Hyderabad who is the Chairman of the HAES Society constitutes the Governing Body. It consists of members including

- The Archbishop of Hyderabad as the Chairman
- Principal as Member Secretary
- Five Management Representatives including Chairman
- UGC Representative
- State Government Representative
- University Representative
- Education/Industry Representative
- Two Senior Members from Faculty

- Administrative Officer

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body

- The management of the Institution shall vest in the hands of the Governing Body.
- To plan and decide the strategic & Perspective plans and functioning of the Institution
- To ensure that the finances are used appropriately and discretely in accordance with the norms of the college
- Recruitments of Teaching Faculty/Principal shall be made by the Governing Body as applicable in accordance with the policies laid down by the UGC from time to time.
- To comply with the statutes and Bylaws of the Society
- Approval of budget, Annual financial statements, Fee structure and Annual report of the institution
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.
- Shall appoint Faculty representatives for other Statutory Bodies

Academic Council and its Functions

The Academic Council of the College constitutes

- Principal (Chairman)
- All the Heads of Departments in the college
- Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- Three nominees of the university are not less than Professors.
- Controller of Examinations

□ A faculty member nominated by the Principal (Member Secretary).

Meetings: Academic Council shall meet at least twice a year.

Functions of the Academic Council

The Academic Council shall have powers to

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

Finance Committee and its Functions

The Finance Committee of the College constitutes

- The Principal (Chairman).
- One person to be nominated by the Governing Body of the college for a period of two years.
- One senior-most teacher of the college to be nominated in rotation by the principal for two years.
- Finance Officer/Officer in charge of finance & accounts of the college (Member Secretary)

Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grants received/receivable from funding agencies and

income from fees, etc. collected

- Audited accounts for the above.

Board of Studies

Composition of Board of Studies

- Head of the Department concerned (Chairman).
- The entire faculty of each specialization.
- Two subject experts from outside the Parent University to be nominated by the Academic Council.
- One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
- One representative from industry/corporate sector/allied area relating to placement.
- One postgraduate meritorious alumnus to be nominated by the principal.
- Experts from outside the college whenever special courses of studies are to be formulated to be nominated by the principal

Meetings: The Board of Studies shall meet at least twice a year.

Functions of the Board of Studies

The Board of Studies of a Department in the college shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- Suggest methodologies for innovative teaching and evaluation techniques;
- Suggest panel of names to the Academic Council for appointment of examiners;
- Coordinate research, teaching, extension and other academic activities in the department/college.

Chapter - III: DUTIES OF THE STAFF

1. Duties and Responsibilities of Correspondent

1. The Correspondent is responsible for overseeing the administrative duties and ensures a safe and productive learning environment for the students and faculty at their institution.
2. Budgets, logistics, schedules and relations with the Board of Management and college administration fall under the purview in consultation with the Principal
3. Monitor financial affairs, including budgets and purchasing of school expenses
4. Supervise care of the facility for safety and quality of physical condition
5. Ensure compliance with local, state and higher education standards
6. Keep the Society i.e., Board of Management informed about the major schedules and activities of the institution

2. Duties and Responsibilities of Principal

1. The principal is the Chief Executive Authority of the college. As the leader of the institution, he provides direction to the entire organization. He establishes objectives, develops right systems and procedures who assign duties and controls order and discipline.
2. He is totally accountable for the educational standards of the institution in all aspects.
3. He supervises all Academic Programmes of the college and keeps the Archbishop/ Vice-chairman informed and interacts with external organizations and individuals representing the college.
4. Supervising the strategies and implementation of Year Plan/ Semester Plan of all departments. Facilitating curricular, co-curricular and extra-curricular activities.
5. Governing administration, new faculty appointments in consultation with HoDs, academics, exams etc.
6. The Principal of the college shall be the Chief Controller, Examinations.
7. Supervision of various activities conducted in the College
8. Supervision of Admissions, Free-ships, Concessions, Scholarships etc.
9. Supervising the teaching and non-teaching staff. Ensuring discipline, attendance, punctuality, productivity, quality etc.
10. Student and staff discipline. Performance, results, achievements, leaves etc.
11. Interacting and Receiving feedback from various stakeholders to sustain and enhance the standards of the institution.

3. Duties and Responsibilities of Vice - Principal

1. To be In-charge of college in the absence of Principal

2. Assisting the Principal in administration
3. Reviewing completion of syllabus and monthly academic reports
4. Taking care of the Discipline of the college
5. Supervision of upkeep, general facilities and amenities
6. Any other tasks as assigned by the Principal
7. Consultancy work to be undertaken

4. Duties and Responsibilities of Director

1. Assisting Principal to overall coordination of UG & PG Programmes
2. Providing linkage between various departments and the Principal
3. Suggest innovative practices and in implementing them
4. Ensuring discipline both by the students and the faculty
5. Supervising examinations, interviews etc. when required
6. Interacting with external organizations and individuals as and when required
7. Taking up any other tasks as and when assigned by the Principal
8. Interacting with placement cell to ensure placement for our students.
9. Supervising the activities of the Library

5. Duties and Responsibilities of Controller of Examinations

1. Autonomous College shall have an Examination Cell headed by Controller of Examination
2. Coordinates with the Admin Office, to receive the details of the Fresh Batch of students.
3. Coordinates with respective HoDs and ensures receipt of syllabi, question paper sets and schemes of evaluation for all Internal Examinations.
4. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
5. Receives the filled in Examination Application forms from the students
6. Arranges to circulate the schedule of internal and semester examinations for all programmes and display the same on Notice Boards.
7. Arranges to prepare the list of candidates and the courses for which they are appearing for.
8. Arranges for the issue of Hall tickets.
9. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Departments
10. Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examinations.

11. Arranges to inform examiners for the valuation of answer scripts
12. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from examiners.
13. Arranges for the conduct of Backlog Examinations for outgoing students after the publication of final year results.
14. Arranges for the recounting and revaluation of answer scripts as the case may be.
15. Informs the Chief Superintendent with regard to the malpractice cases and dealing with it.
16. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
17. Conducts result analysis and provides the same to each HoD, Dean, Academics, and Principal
18. All examination concerned records to be kept in safe custody and be made available as and when required
19. Any other task, which may be assigned by the Principal from time-to-time

6. Duties and Responsibilities of Dean - Academics

1. Coordinating the assessment and development of academic programs within the academic unit as per the instructions given by the principal.
2. Maintaining an environment of congeniality and shared governance as per directions of Management.
3. Preparing and revising academic program plans for the academic unit as per the guidelines made by BOS meeting, as necessary.
4. Promoting and serving as a model for teaching effectiveness, professional achievement and professional service.
5. Leading strategic planning and assessment efforts towards improvement of academic performance.
6. Dean has to coordinate with HODs' to take student feedback periodically and adjudicate it and submit the final report to the principal after evaluation of the results.
7. Promoting academic growth of the college in-line with the vision and strategic goals.
8. Leading fundraising and outreach efforts for the academic unit to the community, industry, and government.
9. Overseeing all faculty affairs, like day-to-day requirements, preparation of evaluation and promotion reports. Maintaining congenial and effective working relationships with faculty
10. Maintaining effective communication among students, faculty, chairpersons, , and staff within the academic unit, with other academic unit personnel, and with the administration.

11. Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies.
12. Ensuring adherence to the ordinances as approved by the Governing Body/Board of studies.
13. Issuing necessary directions for implementation of the ordinances in academics and other decisions of the Principal.
14. Advising all HODs regarding the Academic rules and also articulate college policy and procedures to all members of the academic unit
15. Ensuring that the academic unit's policies and practices are consistent with those of the College
16. Conducting SWOT analysis of the institute periodically and helping the Dean and the board in identifying the areas of priority.
17. Preparing the institute academic calendar and plan expansion of academic programs.
18. Working for International/ National Collaborations in the field of academics.
19. Maintaining academic records as per the requirement under rules.
20. Evaluating the annual performance of teaching staff and administering the promotion policy as per the management guidelines.
21. Fulfilling additional responsibilities as assigned by the Principal.

7. Duties and Responsibilities of Dean - Student Affairs

Dean - Student affairs means chief officer of the students of a college or division. Dean - Student affairs is responsible for the following:

1. Ensuring adherence to the ordinances as approved by the Governing Body/Board of Studies.
2. Maintaining a ragging free campus and create a good academic environment for students.
3. Monitoring Attendance of the students
4. Monitoring student progress reports and issue study & conduct certificates to students with an approval of the Principal. Organizing extra-curricular activities at college level.
5. Organizing the student council and give guidelines to all HODs regarding student's affairs.
6. To coordinate merit scholarships, free-ship and concessions.
7. Administer Student Feedback
8. Listening to parents/guardians about their progress and problems in consultation with all the HODs.
9. Issuing necessary directions for implementation of the ordinances and other decisions of the Principal.

10. Fulfilling additional responsibilities as assigned by the Principal.

8. Duties and Responsibilities of IQAC Coordinator

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the college
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes
4. Dissemination of information on the various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities of the College, leading to quality improvement
7. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
8. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality
9. Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format
10. Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.

9. Duties and Responsibilities of HoD

All Department HoDs are responsible for smooth functioning of the Department as well as the Institution by mediating the tasks between students, faculty and management. The following are the roles and responsibilities of HoDs:

1. Faculty responsibilities as a faculty member
2. Ensuring proper execution of faculty responsibilities of everyone in the department

3. Ensuring the realization of Departmental Objectives
4. Monitoring matters relating to revision / introduction of programme, curriculum etc.
5. Aim to achieve 100% results in your department
6. Plan and implement Academic Planner in consultation with the respective staff
7. Encourage the faculty in your department to undertake consultancy/ research.
8. Allocating subjects to the faculty members well in advance before commencement of the semester/year.
9. Assuring the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
10. Interacting with students (Section wise) of their Department once in a fortnight, identify problems and find solutions in consultation with the principal.
11. Verifying the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
12. Observing the dress code among students and instructing the respective class teachers to implement the dress code among the students.
13. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as directed by the Principal with a copy to the Principal.
14. Communicating the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
15. Counseling the students who are absent for the mid test or irregular in the class.
16. Forming student batches and allot the project guides as per guidelines given by the principal.
17. Routing all the correspondence through the office of the Principal.
18. Arranging special classes, if necessary, for the benefit of below average students.
19. Ensuring academic discipline in the department.
20. Following the guidelines / instructions given by the Principal from time to time.
21. Conveying departmental staff meetings once in a month on the day allotted and record the minutes of the meeting.
22. Planning and conducting the BOS meeting regularly and preparing minutes of the meeting.

Also, communicate the minutes of the meeting to the members concerned and also to the Principal.

23. Providing necessary inputs to the Principal for conducting Academic Council / Governing Body Meeting.
24. Preparing budget proposals of the department for each academic year and ensuring the expenses are in tune to sanction of the Management.
25. Informing the concerned authorities of any important information of events taking place in the Department periodically.

10.

Duties and Responsibilities of Addl.HoD

D

The responsibilities of an Additional Head of Department (HoD) typically involve supporting and expanding the duties of the Head of Department in various areas, including strategic planning, departmental operations, staff management, curriculum development, discipline, extracurricular activities, timetable adjustments, parent interactions, and alumni relations.

11.

Responsibilities of Physical Director

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Physical Education mainly focuses on the development of Physical fitness and motor fitness through development of neuromuscular skills, emotional stability through development of character and personality and social fitness through process of socialization and nurturing values.

Physical Education makes a person energetic, enthusiastic, physically fit, determined and optimistic which has a long implication lasting throughout his life.

1. Encouraging more students to participate in sports and games.
2. Assisting Principal in maintaining discipline and healthy atmosphere in the College.
3. Issuing sports material to the students.
4. Maintaining correspondence with the university regarding the Inter Collegiate and Inter University Tournaments.
5. Conducting Inter-Collegiate Tournaments whenever directed by the university and maintaining records to that extent.
6. Maintaining first aid box, suggestion box and collecting feedback from the students.
7. Suggesting improvements in the existing facilities.

8. Preparing the annual budget.
9. Inviting Quotations and preparing comparative statements and submit the same to the Dean of Administration through Principal and get approval for purchasing the material and enter the particulars of material purchased in Daily Purchase Register and in Stock Registers.
10. Supervising the maintenance of the Play area neatly.
11. Maintaining all the records like Stock Registers, Daily Purchase Register and Issue Register.
12. Maintaining dept. Correspondence with the administration.
13. Coaching and training the students in various games and sports.
14. Selecting the best players from students and send those to the District, National & University team selection trials.
15. Accompanying the teams and players in Inter Collegiate & Inter University tournaments in the capacity of coach/manager.
16. Conducting the intra college events and give prizes as a part of Annual Day Celebrations.
17. Maintaining the Register for the players selected to District/ National / International University tournaments.
18. Submitting detailed reports of the Physical Education department to the IQAC cell at the end of every year. Also play a vital role during NAAC, UGC Autonomy and any other peer team visits to college.
19. Maintaining separate Gym facilities and extending to Staff, Boys & Girls
20. Assisting in organizing national festivals.

12. Duties and Responsibilities of Faculty

1. Developing Curriculum, Developing Learning Resource Material & Laboratory Development.
2. Attending the work allotted by HOD / Principal / Management from time to time, helping in the cause of Academic Development of the Institute.
3. Assessing & Evaluating of Students including examination. Participating in the Co-curricular & Extra-curricular Activities.

4. Act as a guardian & Counselor to Students. Helping the student in personal, ethical, moral and overall character development.
5. Assisting in consultancy and R&D Activities. Developing resource material and laboratory development. Co-curricular and extra-curricular activities / student welfare activities.
6. Continuing Education Activities. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc. Upgrading qualification, experience & professional career for Self development.
7. Providing Industry sponsored projects, consultancy, testing services and Industry - Institution Interaction.
8. Involving in the Academic and Administrative Management of the institution.
9. Policy-Planning, Monitoring & Evaluation which are connected to the Department.
10. Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, Invigilator, Lab in-charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
11. Promotional activities both at Departmental and Institutional level.
12. Involving and Assisting the HOD in the Design and Development of new programs.
13. Monitoring and Evaluation of academic and research activities.
14. Assisting the HOD in Planning and implementing Staff Development activities.
15. Maintaining accountability, Conduct performance appraisal. Guiding Research, any other work assigned by the HOD / Principal / Management periodically.
16. Assessing and Evaluating Students along with acting as paper setter.

13. Duties and Responsibilities of Admin Officer

1. Admin Officer Provides administrative support for facilitating a conducive environment for enriching academic teaching–learning activity to be conducted
2. The admin officer provides reception services, scheduling appointments, meetings, filing, researching files and records, preparing and proofreading correspondence, reports, and other documents as requested.
3. Responsible for scheduling and monitoring the work of contingent staff
4. Responsible to look into the day to day maintenance activities, checking and maintaining the stock room
5. Report and work in consultation with the principal

14. Duties and Responsibilities of Admin Staff

1. To plan, organize, and administer the activities of the department, office, or division efficiently.
2. To keep informed of new developments relating to the functions and to maintain a creative and experimental attitude toward change, in order to continuously improve the operation in the area of responsibility.
3. To recommend the organizational structure and staffing in the area of responsibility.
4. Keep immediate supervisor/ Principal informed of activities of the unit, particularly of major or unusual developments, and seeking advice and counsel.
5. To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating activities
6. To maintain effective relations with faculty, students, other educational institutions, stakeholders and to interpret college policies and programmes accurately and constructively.
7. To recommend the budget for his/her department, office, or division and, within limitations established to administer the budget.
8. To provide information and reports to the board at the direction of the Principal.
9. To perform any other duties assigned or delegated by immediate supervisor / Principal

14. Duties and Responsibilities of System Administrators

1. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals effectively.
2. Maintaining stock registers up-to-date.
3. Finding out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
4. Planning for the procurement of equipment for the coming semesters well in advance.
5. Organizing the laboratory for oral and practical examinations.
6. To hold responsibilities for any breakage / loss etc. and recover costs.
7. Ensuring the cleanliness of the lab and switching off all equipment after use.
8. Requesting of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal / Dean for necessary action.
9. Any other duty may be assigned by the HOD / Principal / Dean periodically.
10. In order to prevent theft / damage, the Lab In-charge shall take the following action:

- Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item, article and suggest further action in order to compensate for the loss as well as prevent recurrence of the same.
- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students.
- Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
- The Lab Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- Lab Assistants shall be available for maintenance and care of resources/services of the institute.
- Lab Assistants in coordination with Lab In-charge should display List of Equipments/software with cost, List of Experiments, Lab Time Table on the Lab Notice board. Any other assignments as given by HOD/Principal/Dean

15. Duties and Responsibilities of Attendants and Supporting Staff

All attendants should be available in the college by 8.00 am or as per the departmental requirements and leave the premises at the stipulated time after the Heads of various sections leave the departments.

1. They are expected to wish visitors, parents, staff and students.
2. They should be present with a neat appearance.
3. They should take the keys from the Principal's office after signing in the register.
4. They are responsible for the cleanliness of the rooms/labs/ premises of the concerned departments.
5. They should ensure proper locking of the Rooms/Labs/Premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the Principal's office.
6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
7. They should give respect to the superiors and extend full cooperation to other attendants.

8. They should not allow any unauthorized persons to enter the departments / office without proper verifications.
9. They should perform any additional duties assigned from time to time.

Chapter - IV: RULES OF CONDUCT

1. Employee Service Rules and Procedures

The real strength of our institution lies in its strong team of highly qualified, competent, dedicated and committed faculty who constantly endeavor to upgrade and update their knowledge, skills and qualifications.

Selection Committee

1. There shall be a centralized Selection Committee appointed by the Governing Body for a period of 5 years.
2. The selection committee shall consist of the following members:
 - i. Vice chairman of HAES
 - ii. Management representatives
 - iii. University representatives
 - iv. Principal of the institution
 - v. One or two subject experts

Appointment of Employees (Recruitment)

- Appointment of staff for the institution is governed by the Rules & Regulations stipulated by HAES.
- The sanctioned posts are advertised in local newspapers.
- Every employee is appointed through a proper selection committee and approved by the Governing Body.
- The selection committee conducts the interviews of the eligible candidates who present themselves for the interview.
- Faculty shall be appointed on the basis of merit and performance, both in demonstration and in the personal interview.
- Due consideration is given to the academic qualification, experience and quest for learning.
- A candidate applying for the post of a teacher shall possess the quality of commitment,

cooperation, respect for religious and cultural heritage of others, social concern for the less privileged, patriotism etc.

Probation

- Every employee appointed shall be on probation for a period of one year, which may be extended by another year, if necessary.
- During the period of probation, the employee is not eligible for any increment.

Regular Appointment

- On the completion of probation, the services of an employee are regularized by the management either at the end of the year of probation or at the end of the extended period.
- The management shall review the performance of the person and his/ her character, conduct and discipline before regularization. Only the employee who meets the minimum eligibility criteria for the post shall be confirmed in service.
- The management may discontinue an employee appointed on temporary basis after the completion of two years of service if he/ she is not found fit.

Induction

Induction involves the HoDs introducing the new members to all departments of the college. New members are accorded support and cooperation by everyone.

Retirement Benefits: (EPF/ ESI scheme, service gratuity, faculty improvement programmes)

- **EPF (Employee Provident Fund) ESI scheme**
As per the existing norms of the Central Government, EPF (Employee Provident Fund) and ESI schemes are implemented for the teaching, non-teaching and contingent staff. However, an employee appointed after attaining the age of 48 years, is not entitled to EPF.
- **Service Gratuity**
The service gratuity shall be paid to the employees who are eligible as per the norms of the management.
- The employees shall declare the receipt of gratuity paid on bond paper.
- The College shall maintain registers with all the details of the retiring employee

□ Faculty Improvement Programs

Faculty members are permitted to improve their academic qualification by attending courses/ research work for a month in higher educational institutions of learning. In such cases, the faculty member is entitled to receive half of his/ her salary during the period of study.

The faculty deputed must have served in the college for a minimum period of three consecutive years.

The management is the sanctioning authority for study leave on the recommendation of the principal and the Head of the Department concerned.

Recruitment Policies and Procedures

□ **Appointment of the Head of the Institution**

The Chairman of the Society in consultation with the Consultors will appoint the Principal of the institution. Since, they are ordained priests of the Archdiocese; they are primarily governed by the rules and regulations of the Archdiocese. They should possess the required qualifications suitable to the post. They will be appointed without the requirement of advertisement or interview or seniority basis.

□ **Appointment of Staff & Non-Teaching Staff**

The appointment of staff for the Institutions, administered by the Society is governed by the terms and conditions contained in the appointment letter and HAES Service Rules and Regulations. Such agreements determine the rights and duties of the staff concerned including service conditions.

Selection Committee:

- i. There shall be a centralized Selection Committee for the educational institutions appointed by the Government Body for a period of 5 years.
- ii. The selection committee is constituted as per the stated guidelines
- iii. Functions of the Selection Committee:

□ The selection committee shall conduct the interviews of the eligible candidates who present themselves for the interview.

□ It shall recommend a panel of names for each post and arrange them in the order of merit (giving due weightage to Catholics) and submit the same to the Vice-Chairman.

iv. Mode of recruitment of teaching and non-teaching staff:

□ All vacancies for teaching and non-teaching staff shall be notified to the Vice-Chairman of

the Society.

- The Principal shall receive the applications.
- After the preliminary scrutiny of the applications, only eligible candidates shall be called for interviews, at their own cost.

v. Selection of Candidates:

- The selections of the candidates shall be made by the Selection Committee, on the basis of merit and performance, both in the demonstration and in the personal interview.
- Due consideration of the academic qualifications, professional experience, and suitability of the applicant for the appointment to the posts for which they have applied shall be given.
- All the selections made by the selection committee shall be submitted to the Vice-Chairman who issues the appointment letters.

- **Age of the Candidate for the appointment:**

The candidate who has completed 18 years and is not more than 50 years of age for teaching and non-teaching staff are eligible for appointment. However upper age limits up to 5 years shall be relaxed to the following candidates.

- Catholics Christians
- SC/ST

vi. Appointment Letter and Agreement Form During Contract Period:

- The selected candidate shall receive the appointment letter from the Principal signed by the Vice-Chairman.
- All new appointments are made on a contract basis for eleven months or less, till the end of the academic year, after which their services automatically stand, canceled.
- The selected candidate, if accepting the appointment, shall enter into agreement, in the prescribed manner and form, with the Institution concerned, at the time of appointment. Service in any other Institution except HAES Institutions shall not be counted for the purpose of pension and other benefits.
- During the contract period they are not eligible for the summer vacation period salary.

vii. Certificates and Documents:

- All the candidates who are selected and appointed in any of the Institutions run by the Society

shall submit the certificates to the Correspondent of the said Institution.

□ All certificates in original together with attested Xerox copies of the same should be submitted. Unless the following certificates are produced, the candidates will not be allowed to join duty

- SSC certificate for the purpose of age.
- Academic qualification certificate (BA/B. Com/BBA/B.Sc/MA/etc)
- Training Professional qualification certificate
- Experience certificate if any
- Character and Conduct Certificate.
- Any other

viii. Regularization of Services

The governing body shall regularize the service of the employee, appointed on probationary basis provided the candidate fulfills the following conditions:

- On rendering temporary service for a total period of two years on duty, within the continuous period of three years.
- If there are no serious complaints with regard to the post held by the person either from the parents or the students
- If no allegation or charges are pending
- If the performance is satisfactory
- If the character and conduct is found to be satisfactory
- If there is no violation of rules of the institution

The management may discontinue any person appointed on temporary/ probationary basis even after completion of two years of service, without considering the past service for regularization of service if he/she is not found fit for the teaching profession.

- Fixation of scale and the Annual increment
- i. After the completion of the probation period, the employee's pay shall be fixed in the relevant pay scales according to the post assigned to him/her.
- ii. Annual grade increment shall be sanctioned to an employee on successful completion of one year service from the date of regular appointment after probation. There is no automatic increment if the authorities of HAES are not satisfied with his/her service in the previous academic year.
- iii. The management may withhold or postpone increments of any person under disciplinary rules.

□ Pay Scales

a. Pay for the teaching and non teaching staff members may be paid as per the State Government rules.

Employee Code of Conduct

A. Employees (Principal, Teaching and Non-teaching Staff): All the employees of the Institution shall be subject to the General Disciplinary Code and Code of Conduct.

1. All the employees of the institution are required to be present on time, on all working days.
2. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, confidentiality, impartiality and a sense of discipline.
3. The employees shall complete the syllabus, course work, Examinations, projects, etc. They shall conform themselves to the academic integrity of the College.
4. An employee shall forfeit one day Casual Leave for every 3 days of late attendance in a month.
5. An employee shall be courteous and polite in his/her dealings with the Management, Principal, Staff, Students and Parents. He/she shall exhibit utmost loyalty and shall always act in the best interest of the institution.
6. No employee shall absent himself/herself from his/her duties without prior permission from the Principal. Prior permission of the competent authority is necessary for availing Special Leaves.
7. An employee shall attend all common meetings/ committee meetings, as and when decided by the Principal/Convenor.
8. No employee shall leave the headquarters, except with the permission of the Principal. Whenever leaving the station, an employee shall inform the Principal in writing through the respective HODs or the Principal directly.
9. No employee shall undertake any other employment or work or engage directly or indirectly in any trade or business or in politics.
10. The services of an Employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties prolonged illness, disability to discharge his/her duties satisfactorily by giving three months notice or three months salary

in lieu thereof The employee concerned, however, shall be given full and fair opportunity to represent his/her case before effecting such termination.

11. No employee will be relieved in the middle of the semester. However An employee shall give three months notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management Principal.
12. The Employees shall be prepared for undertaking additional duty assigned by the HOD or the Principal, whether before or after college hours.
13. The employees should not indulge or encourage the students to indulge in any malpractice in the examinations.
14. The employee shall not incite the student against any religion, but promote peace and harmony among the students.
15. An employee shall not discriminate against any student on the grounds of caste, creed, language, place of birth, social and cultural background.
16. An employee should not use any abusive language, or quarrel or display violent behavior.
17. An employee should not possess weapons, explosives or any objectionable materials, or possess/consume alcohol on the college premises.

B. Disciplinary Action

An Employee is liable for disciplinary action for disobedience, misconduct, and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action was initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

Any of the following behavior or misconduct may justify suitable disciplinary action:

- Willful insubordination or disobedience, whether individually or in combination with others, to any lawful authorities.
- Theft, fraud, or dishonesty in connection with the employer's business or property.
- Willful damage or loss of the employer's goods or property.
- Taking or giving bribes or illegal gratification.
- Habitual late attendance or habitual absence without leave for 10 consecutive days.
- Habitual negligence or neglect of work.

The following procedure should be followed for disciplinary action like dismissal, removal, and reduction in rank.

- Make known the charges to the employee concerned by issuing a Charge Sheet or Show Cause Memo. There should be no indication of punishment in the Charge Sheet.
- Afford him/her an opportunity to submit his/her explanation.
- The Enquiry Committee Grievance and Redressal cell shall make an enquiry and submit its report to the Principal. If the employee is proved guilty, the disciplinary action is taken.
- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employee of the Institution, after establishing the facts about committing an offense and negligence of duties:
 - Censure
 - Withholding increments/ promotion
 - Suspension / dismissal
 - Removal from service

4. Employee Welfare Measures

Welfare Measures for Teaching and Non-teaching staff:

1. EPF and ESI
2. Gratuity and Pension benefits
3. Maternity leave
4. Sick leave
5. Group Insurance
6. Incentives for publications seminars attended
7. Travel Grant for National and International Conferences
8. Summer pay
9. FIP for research
10. Personal Loan and Salary-in-advance to those who are in need
11. Fee concession for employees children in sister concern schools and colleges
12. Recreational Tour for staff
13. Festival bonus
14. Leave encashment

15. Annual increment to all employees
16. Subsidized Canteen
17. Free gymnasium
18. RO Purified Water Facility
19. Adjustment in class timings for staff in times of need
20. Personal Counseling
21. Uniform and safety gadgets to non-teaching staff
22. Medical concession in sister concern hospitals.
23. Free Accommodation and food to hostel employees and security personnel.
24. Sick room
25. Provision of college campus for personal functions.

Leave Rules

Casual Leave

1. All the employees of the college are entitled for 15 days casual leave. Teachers on probation can avail 12 days of casual leaves i.e. one day in a month.
2. Casual leave in one stretch shall not exceed seven days.
3. Casual leave for half-a-day can be granted to an employee for the forenoon or afternoon session.
4. In normal circumstances, casual leave requires advance sanction.
5. An amount of Rs. 1000/- will be paid for the leaves not availed for faculty and RS 500/- for non-teaching and support staff

Maternity Leave

The female permanent employees are entitled for the maternity leave not more than 60 days with full pay, at the time of confinement subject to the condition that the privilege is restricted up to 2 children. The part time employee, temporary employees, persons appointed on contract basis and contingent employees are not eligible for the above leave.

1. Maternity leave may be granted from the date of confinement or date of admission into hospital or from the date of applying for leave by the incumbent. If anyone wants to extend maternity leave will be treated as loss of pay and also at the discretion of the Management to extend the leave.
2. Maternity certificate shall be produced from the competent authority.

Medical Leave

1. Employees may avail 180 days of medical leave in their entire service in a phased manner.
2. An employee with 5 years of service continuously in the same institution can be given 30 days medical leave, likewise 60 days for 10 years of service and 90 days for 15 years of service. An employee with 3 to 5 years of service can avail 5 days of medical leave per year. After 20 years of service, the remaining medical leave may be sanctioned.

Earned Leave

1. Every Permanent employee who has completed 10 years of service in HAES Institutions shall get earned leave at the rate of 3 days for a completed year of service. Earned leave is calculated on duty-period only. Earned leave will be calculated and paid at the time of retirement.
2. Summer vacation and terminal holidays are treated as duty-period for the purpose of counting earned leaves. However, if summer vacation or terminal holidays fall in between the leave period the same is also treated as leave and the entire period of leave including vacation or terminal holidays shall be counted to calculate earned leave.
3. The total accumulation of earned leave in the entire service shall not be more than 90 days. The leave if earned thereafter shall be lapsed.
4. The earned leave shall be availed on the following grounds
a). Prolonged Sickness
b). Private Affairs
5. Surrendering the earned leave for encashment shall be allowed on the completion of 20 years regular service or superannuation retirement (58 years).
6. Encashment Formula: $\text{Gross Salary at the time of encashment} \times \text{No. of days} / 30$.

Retirement and Pension

1. General Rules

- The unaided institutions managed by the Hyderabad Archdiocese Educational Society shall pay the service gratuity to its employees as long as the present system continues.
- The age of retirement (Superannuation) is applicable according to the prevailing rules in Aided Institutions i.e. 58 years and 60 years for the non-teaching staff.
- The Management adopts no pension scheme. However, the Management agrees to follow the EPF scheme and its Retirement benefits.

2. **Employees Appointed on or before 1-8-1982 (Non – EPF period)**

Those appointed after 1st April 1963 and before 31st July 1982 are eligible for the following benefits.

□ 9.5% of the maximum of the time scale of pay of the post held by the employee as on 31.7.1982 for the service from the date of appointment to 1-8-1982 in months will be calculated and paid as a lump sum amount by the Management at the time of retirement.

No. of years of qualifying service X (Basic Pay) X 9.5 / 100

□ From 1-8-1982 they shall be governed by the EPF scheme as it is made compulsory for the educational institutions.

Employees Appointed on or after 1-8-82

Those appointed on or after 1-8-1982 are eligible for following benefits.

□ Service gratuity from the Management

□ Retirement benefits as per the EPF scheme as it is made compulsory for educational institutions.

3. **Service Gratuity**

A retired employee is eligible for retirement gratuity at ½ (half) month's salary for every half year of service subject to a maximum of 33(thirty three) months pay **or up to 5 lakhs** whichever is less. This gratuity also will be paid to the employee's family if he/she expires, on production of

- i) Death Certificate
- ii) Legal heir Certificate.

Gratuity formula: $\frac{1}{2}$ X (Basic Pay) X No of years of service

The employee can nominate the person or persons of his choice indicating the amount. The nomination should be recorded in the service register.

(OR)

The employees who are covered under the scheme of LIC gratuity should complete a minimum of 5 years in HAES Institutions in order to claim the gratuity. However, GB of HAES can be exempt in the event of death or retrenchments or any other valid reasons.

Note:

- Emoluments mean pay as defined in Fundamental Rules (F.R) and Dearness pay wherever admissible.

- Average pay means pay calculated on the basis of the pay drawn during the last 10 (ten) months.
- Gratuity is calculated on the basis of emoluments last drawn.
- Less than 6 (Six) months is ignored for the purpose of gratuity.

4. Voluntary Retirement

- Employees who have completed 20 years of qualifying service can apply for voluntary retirement.
- An employee who wishes to retire or resign should give 3 months prior notice or pay 3 months salary in lieu thereof.
- Voluntary retirement is not considered in the middle of the academic year.
- Application for retirement on medical grounds should be supported by a certificate from Dist. Medical Officer.
- An employee may be asked to go on voluntary retirement in genuine cases such as prolonged or permanent incapacity. Such cases are to be decided by the Governing Body. In the case of prolonged illness or declared to be permanently incapacitated, a qualified doctor designated by the Governing Body should certify the same.

5. Qualifying Service

- Qualifying service of an employee shall commence from the date of appointment on a regular basis.
- All leaves taken during the service, for which leave salary is payable shall be counted for qualifying service.
- The period of break or gaps in service, the period of unauthorized absence or the period of leave granted on medical grounds on loss of pay shall not be counted for qualifying service. is "dies non" shall not attaining the age of
- The period of suspension is treated, as "dies non be counted.
- The period of service rendered before attaining an 18 years or before the completion of recognized trail should not be counted for the said purpose.
- Those who complete 30 or more than 30 years of qualifying service at the time of

retirement shall be given the weightage of not more than 3 years and not exceeding the net service of 33 years.

6. Retirement Age

An employee shall be retired on the last day of the month in which he/she attains super annulation i.e. 58 years for teaching and non-teaching 60 years for class IV employees.

7. Forfeiture of Service

- Dismissal or removal or termination from a service or potential forfeiture of his/her past service.
- Resignation from a service or post also entails forfeiture of past service.
- Consequently, gratuity and other monetary benefits are paid only to those who retire from service and not to those who are dismissed or removed or terminated or resigned from the service, without completing 20 years of service in HAES institutions.

8. Compulsory Retirement

An employee may be required by the appointing authority) to retire from service in the public interest Institutional Interest. In such cases, the employee shall be entitled to retiring pensioner benefits given here under, provided the employee gives notice in writing at least 3 (three) months before the date on which he/she wishes to retire or the appointing authority gives a notice in writing to the employees at least 3 months) before the date on which he/she is required to retire in the public/institutional interest or 3 (three) month's pay in lieu thereof in both cases.

Such an employee compulsorily retired from service as penalty and on public/institutional interest may be granted gratuity at a rate not exceeding full-invalidated gratuity admissible to him/her on the date of his/her compulsory retirement.

9. Compensation

When accidents occur in discharge of duty and there is no negligence on the part of the employee, he/she shall be entitled to suitable compensation. The amount is to be decided by the Governing Body.

10. Death

- If an employee dies while he/she is in service (who has completed not less than 5 years of regular service) his/her immediate dependent is entitled for Gratuity, based on the years of service in HAES institutions. This will be decided by the Governing Body of HAES.

- Any employment for the dependent of the deceased employee in HAES institutions is purely left to the discretion of the Governing Body of HAES.

11. Other Beneficial Schemes

- Children of the Staff of the Institution whose services have been regularized may be admitted in the Institution in classes. The Staff who put in 100% attendance in the academic year may be given a special cash award preferably on the Institution Annual Day.
- Twenty five years of service may be recognized by monetary gesture of paying some amount not more than one month's salary to the employee.
- The Management may sanction an emergency or relief loan to the permanent staff in special cases.
- Special incentives may be considered in case of any meritorious service rendered by any individuals.
- Children of the staff may be given half fee concession in case of need. However children of class IV employees may be given further concession based on their economic conditions as determined by the Correspondent.

Promotional Policies

General Rule

- Eligible and capable employees working in the Institution are promoted to the higher posts. Such employees have to possess required qualifications and years of service, paper presentations as per the prescriptions of UGC/AICTE/NCTE norms. Promotions are done by the Governing body.
- An employee shall be promoted to the higher grade based on eligibility, years of experience in the institution, academic performance, merit and availability of vacancy. An employee shall not be promoted automatically to the higher grade based on seniority alone.
- The API (Academic Performance Index), PBAS (Performance Based Assessment System) and satisfaction of the Management shall be given due weightage in considering the promotion of an employee to the higher grade. The minimum cumulative score of API

using PBAS developed by the institution, govern the promotion of an employee from one stage to another.

Career Advancement

Career Advancement from one designation to another designation is directly linked to the performance of an individual based on API (Academic Performance Index) and PBAS(Performance Based Assessment System) at every stage during his her career, and the number of vacancies available in the department. If an employee is not highly motivated and fails to progress in quality performance, he/she may stagnate.

a. Stage One: Asst. Professor

An employee who is newly appointed is designated as an Asst. Professor (Stage one). An Asst. Professor who completes six years of service and fulfills the other conditions laid down by the Management shall be designated as an Asst. Professor (Stage two). However, an employee who possess a Ph.D. degree at the time of recruitment shall be designated as Asst. Professor (Stage two) after 4 years of service and an employee who possesses the qualification of M. Phil and M. Tech shall be designated as Asst. Professor (Stage two after 5 years of service).

b. Stage two

On the successful completion of 5 years of service as an Asst. Professor (Stage two) he/she shall be promoted to Stage three based on the API score using PBAS developed by the institution with relevant regulations of UGC norms.

c. Stage three: Assistant Professor to Associate Professor

The Asst. Professor (Stage three) shall be promoted as an Associate Professor on the completion of 3 years of service provided that only one person with Ph.D. degree in the relevant discipline may be designated as an Associate Professor (Stage four) through proper Selection Committee and minimum cumulative API scores using PBAS developed by the Institution. There should be 3 publications during the period from stage 2 to 4.

d. Stage Four Associate Professor to Professor

An Associate Professor (Stage four) shall be promoted as Professor (Stage five) on the completion of 3 years of service as Associate Professor (Stage four). He/she should possess Ph.D. qualification and at least 5 publications to his/her credit and the minimum cumulative API score using PBAS developed by the institution in accordance with the norms of the concerned authority.

Resource Mobilization Policy

St. Joseph's Degree and PG. College is a self-financed Institution. Since its inception, the demand for student's enrollment has been growing. At the same time, operational costs (recurrent expenditure and capital costs (development expenditure) are on the rise, steadily As a result, the resource gap is widening and the need to generate additional financial resources to expedite recurring and developmental activities, has become urgent and inevitable. Hence, the Institution has developed a policy for Resource Mobilization and Optimal Utilization of Resources available.

Objectives

1. To focus on the sustainability of the Institution.
2. To implement new programmes in line with the Vision and Mission of the Institution.
3. Effective and efficient use of resources: human, physical, infra-structure and support facilities.
4. Identify and analyze the resources available for program priorities, policies and efficient budget allocation.
5. To develop an alternate model for generating external funds from stakeholders, alumni and organization.

Strategic plan for resource mobilization

1. A strategic policy for resource mobilization has emerged from the Vision and
2. Mission of the Institution to achieve high and ethical standards.
3. The strategic plan echoes its core values for Academic Excellence, relationship with stakeholders, faculty development and infra-structure development.
4. The resource mobilization strategy of St. Joseph's Degree and P.G. College comprises the activities of the mission; set up to achieve long term objectives.

Policies and Procedures for Resource Mobilization

The Governing Body of the institution, in consultation with the Governing Body of the society, shall prepare the policy for mobilization of funds. These policy matters are communicated horizontally to HOD, Faculty members and Internal Committees.

1. Training of employees for the grant proposals: Training will be given to the staff on how to write grant proposals like Minor and Major Research projects, Seminars Workshop grants. Development grants, etc
2. Grants management: The Resource Mobilization Officer will train the academic staff in managing grants secured by the college and he/she is directly responsible for the grants management.
3. Stakeholder relationships: Face to face meetings shall be conducted by stakeholders who provide fund grants and every care is taken to strengthen the stakeholder relationships. MoUs shall also be signed and annual meetings will be conducted.
4. Care to be taken for optimum usage of infrastructure and buildings for mobilization of funds.

Mobilization of Funds and Optimal Utilization of Resources

1. Identification of resources and utilization of Play Grounds and Courts, the Sports
2. Complex of the Institution shall be let out for hiring either monthly or annually,
3. Outsourcing the Auditorium to external agencies.
4. Pay and use of College Gymnasium for people living in the neighborhood.
5. Outsourcing the available resources for consultancy, counseling and knowledge sharing.
6. Organizing short term and long term programmes during after college hours with prescribed fee.
7. Setting up of Chairs under fully funded endowments that generate annual income.
8. Optimum utilization of the buildings for examinations on recruitment, promotions and admissions during holidays and Sundays.
9. Involving the Alumnae of the Institution in the activities of the college and
10. Encouraging them to contribute financially for its development and integral growth.
11. Judicious usage of internal resources with focus on cost reduction.
12. Generation of income through dry and wet waste management for preparation of Composition.

Chapter - V: DISCIPLINARY CONTROL RULES

1. Grievances and Redressal Mechanism

Staff Grievances and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and un- prejudiced environment. This cell is intended to provide a fair, internal process for resolving issues that arise between faculty or academic staff members and administrators. The formal procedures described in this are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department level before filing a formal grievance under this cell. The cell ensures effective solution to the grievances, using a fair approach that enables the employee to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the faculty or academic staff members.
2. To ensure effective solution to the faculty or academic staff grievances with an impartial and fair approach
3. To investigate the reason for dissatisfaction.

Composition of the Grievance Redressal Committee

- Principal
- Vice-Principal
- Grievance and Redressal Coordinator / 3 senior faculty as members
- HOD

Functions of the Grievance and Redressal Cell

1. Provides information about the Cell's objectives and mode of operation through the website.
2. Informs staff regarding the process and procedure for registering grievances in the Induction Programs.
3. Acknowledges and analyzes the grievances.

4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures are made known through circulars and giving instructions in general staff meetings at the beginning of every academic year.

Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

Complaints affecting one or more individual employee in respect of their

1. Salary
2. Payment of overtime allowance
3. Promotion
4. Increments
5. Leave
6. Work assignment
7. Working conditions
8. Working hours
9. Work load
10. Training
11. Settlement of terminal benefits

- The grievances shall be redressed depending on the nature of the grievance.
- Department level counseling is offered where the matter can be resolved
- Grievances pertaining to academic and internal evaluation shall be redressed at Individual/Faculty/HOD/Principal level.
- For other grievances that required review shall be redressed by receiving written and signed application

As soon as the application is received the Redressal Committee shall review the complaint and invite both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.
