



## **Academic and Administrative Wings**

### **The College Academic Council**

The College Academic Council consists of all Heads of the Departments and Assistant Professors in charge of departments. The Principal will be the Chairman of the Council. It is a body to advise the Principal in all internal affairs of the Institute. The council will meet as often as necessary, at least once in a month. Internal Quality Assurance Cell.

### **Internal Quality Assurance Cell**

The Institute also has an Internal Quality Assurance Cell (IQAC) in place. The IQAC's role is to oversee the quality and standards of the Institute's operations. It functions as a supervisory entity, evaluating the performance of each department and recommending necessary improvements. This ensures that the Institute maintains a high standard of quality in all its activities.

The principal holds the position of Chairman of the Internal Quality Assurance Cell (IQAC). The IQAC is comprised of 2-3 external experts who could be academicians, management representatives, or other professionals. In addition to these external experts, the principal nominates an IQAC Co-Ordinator and 7 members from the teaching and administrative staff to be part of the IQAC. Thus, the IQAC is a diverse group with a mix of internal and external members, all working towards maintaining and enhancing the quality of the institute.

### **Duties and Powers of Principal**

The principal will serve as the Chief Academic Officer and will oversee the internal administration of the institute, guided by the Managing Committee. His responsibilities will include organizing research and teaching within the institute,



providing appropriate directives to the teaching staff, and ensuring these directives are implemented for the institute's effective operation.

He will be accountable for maintaining a healthy and disciplined environment within the institute. He will establish objectives in each area - academics, curriculum, and extracurricular activities, and strive to achieve them with the active participation of colleagues, students, and management.

The Principal will spearhead efforts to ensure the institute's steady growth and development, positioning it as a center of excellence in teaching, research, and outreach activities. He will have disciplinary control over all teaching and non-teaching staff. If there are any grievances or issues that the Principal cannot address, they can be escalated through the appropriate channels to the Manager for the Managing Committee's consideration.



## **Conditions of Service of Teachers**

### **Appointing Authority**

The Management Committee holds the authority to make appointments. The Manager, in consultation with the Management Committee, makes these appointments based on academic needs. All teacher appointments are either on a regular, contract, or hourly rate basis.

### **Selection**

The selection process for all positions is based on merit and experience. This process includes advertising (through media and the college website), initial screening of applications, and interviews conducted by a selection committee. The Management Committee forms this selection committee, which may include experts as deemed necessary by the Committee. The selection committee comprises the Subject Expert, the Principal, the General Secretary/Manager of the Management Committee, the Chief Operating Officer, and the Head of the Department. Candidates are ranked based on their performance, and the selected candidate is informed of their appointment.

### **Probation**

Every appointment is made through a written order, specifying whether the appointment is temporary or regular with a fixed salary. Those appointed on a regular basis initially serve a probation period of one year. The Management Committee has the authority to extend this probation period by up to one year. The Appointing Authority has the discretion to waive, reduce, or extend the probation period. The probation period continues until the Appointing Authority confirms the service in writing. Upon satisfactory completion of probation, the teacher is confirmed through a written order.

If the Management Committee deems the teacher unsuitable, they may be discharged based on the performance evaluation at the end of each academic year. Staff members joining regular positions must submit a set of self-attested copies of their qualification and experience certificates, which can be verified with



the original certificates at the time of joining. The office does not need to keep the original certificates.

### **Duties of teachers**

Upon joining, every teacher must perform the duties assigned to them and report to the principal and respective Head of Department. All staff members must adhere to the institution's rules and regulations, code of conduct, general duties, and schedules.

### **Vacation**

All teachers are granted a two-month holiday from April 1st to May 30th. The Principal has the authority to assign any teacher tasks, specified in writing, that are outside their regular duties during the holiday period, without any entitlement to compensatory leave.

### **Presence during working days**

Teachers are required to be at their designated duty station during all working hours on all working days. Teachers from the Institution should not depart from their duty station without previously notifying the principal. They are also expected to provide their address for the duration of their leave or vacation.

### **Workload**

The teachers' workload will be determined by the guidelines set by the UGC and the University. It is expected that a teacher will be present in the Institute for a minimum of five hours on any given working day.

### **Performance Evaluation**

The performance evaluation process should take into account various aspects such as the teacher's involvement in teaching, research, and extracurricular activities. Each teacher will be provided with a Self Appraisal form, which they must fill out and submit to the principal at the end of each year. The teacher's performance is assessed at the end of each academic year based on student feedback, the department head's evaluation, and the principal's assessment.



## **Service conditions of Non-Teaching Staff**

### **Appointing Authority**

The Management Committee holds the authority to appoint all officers and employees. This authority is exercised by the General Secretary/Manager on behalf of the Management Committee.

### **Appointment Procedure**

All non-teaching staff positions are filled based on merit and experience. The selection process includes advertising (through media and the college website), initial screening of applications, and interviews conducted by a selection committee. This committee consists of the Principal, the Manager, and the Chief Operating Officer.

### **Qualifications**

The required qualifications for each position are determined by the Management Committee and may vary over time.

### **Probation**

Every newly appointed individual will serve a probation period of one year from their joining date. At the end of this probation period, or any extended probation period, the Management Committee will assess the probationer's suitability for the role. If the Committee deems the probationer suitable, they will issue an order confirming the successful completion of the probation period and the probationer's confirmation in the post. However, the Committee reserves the right to discharge or revert a probationer during the probation period if they believe the probationer is unfit for the role.

All employees are expected to maintain absolute integrity and dedication to their duties at all times. The Principal has the authority to suspend any employee in case of misconduct, neglect of duty, or other charges pending investigation.



## **PAY AND OTHER BENEFITS**

The salary and allowances of non- teaching staff shall be determined by the management committee and may be revised as deemed necessary from time to time. Previous work experience elsewhere, before joining the college, can be considered for the fixation of pay.

### **Salary Increment**

Annual salary increment is generally disbursed to all members with effect from 1<sup>st</sup> of June of every year on completion of at least one year of continuous service.

For Faculty members, the annual increment is calculated based on the faculty appraisal policy of the college.

### **Superannuation**

The superannuation age for faculty members, and non-teaching staff at the institution is set at 65 years. However, an extension of up to five years may be granted to those staff members who are physically fit.

### **Termination**

The Management reserves the right to end the employment of any faculty member or staff by providing a one-month notice or a month's salary in lieu of notice if their performance is deemed unsatisfactory. The Management also has the authority to terminate the service of any faculty member or staff by giving a one-month notice or a month's pay in lieu of notice if their position becomes redundant due to a decrease in intake or cancellation of a program for any reason by the approving or affiliating bodies. In the event of serious misconduct that is detrimental to any individual, institution, society, or nation, the Management has the right to dismiss any faculty member or staff with immediate effect.

### **Accommodation**

The institution provides bachelor-style accommodation for faculty and staff in the men's and women's hostels.



### **Maternity Leave**

Confirmed female staff members are eligible for fully paid maternity leave for up to 90 days. They also have the option to take an additional 3 months of unpaid leave. The period of maternity leave is considered as part of the service for calculating annual increments.

### **Festival Allowance**

All non-teaching staff on the payroll receive a Festival Allowance once a year . The amount will be decided by the management committee.

### **Vacation Salary**

All teaching staff who have completed one year of service receive a vacation salary for two months (April and May).

### **Gratuity**

Staff members are entitled to gratuity as per the college's rules. Staff members who are dismissed due to disciplinary issues or those who have retired and been reappointed by the institution are not eligible for gratuity.

Gratuity is payable to a teaching/non-teaching member upon termination of their employment after they have rendered continuous service for at least ten years, whether due to superannuation, retirement, resignation, death, or disablement due to accident or disease.

### **Salary Disbursement**

Every staff member is paid their salary on a monthly basis. Regular staff members receive their salary in their bank account by the 5th day of the following calendar month. Upon joining, each staff member must submit their Bank Account Number and copies of their PAN and Aadhaar card to the College's Accounts Section. A salary slip can also be provided upon request.

If any discrepancies are found in the salary calculation, they should be reported to the Administrative Officer for correction. Deductions such as Provident Fund, ESI,



Professional Tax (applicable twice in a financial year), and TDS – Income tax payable by the employee are deducted in installments. Other deductions may include hostel fees, transportation fee, and loan repayments, if applicable.

### **Loans**

The College offers short-term loans to employees upon request, not exceeding Rs.15000/-. These loans are to be repaid in monthly installments





## **LEAVE POLICY**

- The Principal is the competent authority to grant casual leave to all staff.
- Casual leave for the principal requires approval from the manager of the managing committee.
- Leave other than casual leave will be granted by the management committee.
- No leave shall be sanctioned without ascertaining the eligibility of the applicant.

### **Casual Leave**

- Casual leave is accounted for on a calendar year Basis ( from 1<sup>st</sup> hjanuary to 31<sup>st</sup> December).
- Teaching and non teaching staff can avail 15 days of casual leave in one calender year.

### **Leave Application Process**

- All leave applications are to be submitted to the Principal using the designated form, which can be obtained from the office.
- Leave applications should be submitted three days in advance and approval must be received before taking the leave, except in cases of emergencies or illness. In these instances, the application should be submitted on the day the employee returns to duty after the leave.

### **For Leave on Official Duty (LOD)**

- Prior permission must be obtained from the Principal along with the leave application. Upon return, a duty certificate must be submitted, along with a report detailing the Seminar/Symposium/workshop/other duties attended, how it benefited the employee, and how it will benefit the Institute as a whole, in order to avail the duty leave.
- A copy of this report should also be submitted to the NAAC office.
- If an employee takes leave without pay, any holidays that occur during the leave period will also be considered as leave without pay.



- To be eligible for vacation salary, an employee must be present on the last day before the vacation or the first day after the vacation.
- An employee will not be eligible for vacation salary if they do not fulfill the duties assigned to them by the Institute during the vacation.
- Casual Leave cannot be combined with any other type of leave. The Principal has the authority to approve leave and can use his discretion in doing so.

### **Attendance Management**

- Attendance is marked using biometric pinching as well as a manual attendance register before and after work.
- All staff members must sign in the attendance register located at the office of the institute.
- Failure to mark attendance will result in being marked as absent.
- Punctuality is mandatory, and staff members must report before the commencement of their duty time.

### **Termination**

Management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory.



## **CODE OF CONDUCT**

### **Principal and Vice Principals**

- Maintain impartiality in interactions and decisions involving faculty, administrative staff, and students.
- Exercise tolerance when addressing contentious issues among students and subordinates.
- Avoid any form of discrimination based on gender, colour, or creed towards staff or students.
- Refrain from manipulating the assessment of colleagues deliberately.
- Uphold integrity, dignity, decorum, and efficiency in all dealings.
- Align actions with the college's vision and mission.

### **Teachers**

- Dedicate full working time to the profession during working days.
- Keep the college's vision and mission in mind while fulfilling responsibilities.
- Demonstrate sincerity in the profession and engage in community activities thoughtfully.
- Make efforts to update knowledge in respective disciplines.
- Pursue continuous professional development.
- Actively engage in research endeavors.



- Stay informed about technological advancements and embrace updates.
- Foster collaboration and discourse with other nationally or internationally significant institutions.
- Treat colleagues, students, and parents impartially.
- Exercise tolerance in addressing sensitive issues among students and subordinates.
- Uphold integrity, dignity, decorum, and efficiency in interactions.
- Work for the institution's collective interests.
- Avoid confrontations and respect colleagues' opinions.
- Maintain regularity, punctuality, and attend classes promptly.
- Seek permission from the principal before leaving campus during working hours.
- Attend all student-organized programs to maintain discipline and provide support.
- Assist students in balancing academic and extracurricular pursuits.
- Promote students' multi-dimensional growth and foster a sense of responsibility and independence.
- Encourage respect for others and public property among students.
- Promote awareness of the country's history, fundamental rights, and duties of Indian citizens.
- Cultivate respect towards teachers, parents, and authorities.
- Encourage research-based learning and participation in social service activities.



- Obtain prior written approval for leave, except for casual leaves, and promptly inform the Principal and Head of the Department in case of illness or emergencies.

### **Non-Teaching Staff**

- Ensure punctuality in office attendance.
- Adhere to the college's vision and mission in performing duties.
- Work diligently for effective institution administration.
- Display polite and accommodating behavior towards students and teachers.
- Obtain written approval for leave, except for casual leaves.