

Sacred Heart College (Autonomous)

Code of conduct handbook exists for students, teachers, governing body, and administration including Principal /Officials and support staff

Conduct for Students DISCIPLINARY RULES

1. Students shall conduct themselves in such a manner as not to bring discredit to the college or to themselves. The good name of the college is in the hands of the students and the college authorities will not allow any student to defame it.
2. Students should be courteous and gracious towards their staff members. Any disrespect shown to them will be considered as a serious offence.
3. The medium of instruction and language of communication is English. Students are expected to converse always in English. Those who violate this language rule will be dealt with seriously.
4. Students are expected to conduct themselves inside and outside the college as gentle persons and maintain the honour and dignity of the academic community to which they belong.
5. Men students are asked to wear decent clothes however T-Shirts are forbidden. Women students can wear either Saree or Chudidar. No Jeans or half sarees or tight fittings for women students.
6. Students should wear their college identity cards (ID) around their necks on working or non-working days in the campus.
7. No student is permitted to take leave without submitting leave letter to the respective HOD.
8. During working hours the students cannot leave the campus without permission.
9. Late coming is to be avoided. Penalty will be levied on latecomers.
10. Use of mobile phone is not allowed inside the college premises between 8.30 a.m. and 6.05 p.m. The offenders will be fined Rs.1,000/- and mobiles will be confiscated.

11. **Ragging is prohibited:** Whoever directly or indirectly indulges, participates, abets or propagates 'ragging' within or outside the college, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine up to Rs.10,000/- (See page No.51)
12. **Any problem created within or outside the campus with regard to boy-girl relationship will lead to dismissal from the institution.**
13. **Boys and girls eloping with college mates or getting married to them, during their period of study, will call for dismissal from the institution.**
14. According to Section 5 "Any student convicted of an offense under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution". (Madras Educational Rules, Ch.VIII) Graduate and under graduate students on the rolls of college are forbidden to take an active part in political agitation directed against the authority of the Government. Principal may further, at their discretion, forbid students to engage prominently any public movement.
15. Any college fine, by whomsoever imposed, must be paid to the midday meals account of the college in the Catholic Syrian Bank (A/C.No.2629981).
16. Students are forbidden to organize or attend any meeting in the college or collect money for any purpose without the explicit permission of the Principal. Severe action will be taken on the erring students.
17. No student shall be a member of any association unconnected with the college, without the permission of the Principal not shall a student take part in any antisocial and subversive activities.
18. Students are forbidden to remove or tamper with the furniture of the college. Severe action will be taken against such students and the loss shall be made good. If the offender is not traceable, a collective fine will be imposed.
19. Smoking, littering and defacing the walls and furniture are punishable offences.
20. Any student found to be indifferent or careless in one's work or whose conduct is considered to be detrimental to the best interest of the college, may at any time be suspended or dismissed from the institution with forfeiture of the fees paid.
21. **Students who come drunk or in possession of liquor or any drug will either be dismissed or suspended or debarred.**

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Code of Conduct for Teaching Staff

1. Service Conditions

The service conditions of the teaching staff are as prescribed by the Government and according to the rules and regulations laid by the management from time to time.

2. Salaries and Allowances

Salary Schemes

For the unaided staff, the College works out its own salary scheme according to its financial situation and has it approved by the Management Council.

Payment of Salaries

Normally salaries will be paid on the 1st working day after the month. Salaries will be paid in full after authorized deductions are made.

All required documents for the purpose of income tax or other deductions must be duly submitted. Non-compliance with these requirements may lead to irregularities in the income-tax account for which the College cannot be held responsible and the penalty must be borne by the defaulting employee.

Provident Fund

Every employee is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as Colleges may be concerned.

Retirement benefit

At the time of retirement the staffs are eligible for gratuity. The amount of gratuity payable to any employee shall be at the rate of 15 day's salary (Basic pay and DA) last drawn for every completed years of service.

3. Leave

- Legitimate absence from duty is leave. Leave cannot be claimed as of right.
- The staff shall be entitled to leave under the following heads and these heads alone: Casual Leave, Earned Leave, Medical Leave and Maternity Leave.
- When the exigencies in the interest of the College so require, the Management/Secretary reserves the discretion to refuse/revoke the leave granted to a staff.
- The staff shall in general, take the prior sanction/approval/permission of the Secretary for availing leave (other than the casual leave).
- Absence without legitimate reasons will be considered seriously and shall result in loss of pay for such period.
- Unauthorized absence for a continuous period of 7 days shall result in the termination of the services of the staff.

- All rules given below are subject to addition, modification or alteration by the College Management as it deems fit and expedient.

Casual Leave

- Casual leave is a concession to enable members of the staff in special circumstances to be absent from duty for short periods.
- No member of the staff can be absent for more than 12 days during the course of one calendar year. (January to December)
- Casual leave may be combined with Sundays or other authorized holidays, provided that the resulting period of absence does not exceed 6 days. The fact that a maximum has been fixed for the amount of casual leave, which may be taken within a year, does not mean that he/she is entitled to take the full amount of casual leave as a matter of course.
- A staff member desirous of leaving the station during weekends and holidays, shall leave the contact details with the College office.
- When a staff member has no casual leave to his credit, applied for a day or two in advance he/she may be granted leave on loss of pay and allowances, only when he/she is not eligible for any other leave.

Medical Leave

- Medical leave will be granted only on account of serious illness. The secretary will ensure the validity of the request and the time duration required based on the recommendation of the medical officer nominated by the College management. At any time it cannot exceed more than 30 days.

Maternity Leave

- Female employees are entitled to maternity leave for three months with half salary.
- Notice of maternity leave should be given at least one month prior to the leave.
- In calculating the three months, calendar months are taken into account and all holidays occurring in those months are included as leave.

Special Leave

- Special leave without pay for advanced study or foreign travel or other purposes can be permitted by the management council to permanent employees who have completed 10 years of service in the College.
- The maximum period of this special leave is one year and is permitted only once during the service in College.
- This special leave must be applied at least three months in advance and must be approved by the management council. The special leave will not be considered for pay increment on return to service.

Superannuation / Termination of Service

1. The retiring age for all employees is 58 years. However, if the College requests the service of an individual it can be extended on an annual basis with a consolidated pay.
2. A permanent employee may resign from the service of the College with three months' prior notice, or the Governing Body may terminate the service of a permanent employee by giving three months' prior notice or three months' salary in lieu of notice.

Here salary shall mean only the basic pay.

3. A temporary or probationary employee may resign or his/her services may be terminated by giving one month's prior notice or one months' salary in lieu of notice without assigning any reason whatsoever.
4. An employee convicted by a court-of-law on a criminal charge will be terminated without notice or salary in lieu of notice. An employee against whom a criminal case is registered will not be allowed to continue in the service of the College till acquitted. If acquitted the period will be considered part of service, but no salary will be paid for the period, unless the case was registered by the College itself.
5. An employee may be deemed to have terminated his/her services with the College by way of voluntary abandonment of service if he/she without any intimation /or without any sanction from the College Competent authority, does not report for duty at his/her place of work for a period of 7 continuous calendar days. In the event of such voluntary abandonment of services by an employee, the College shall be at liberty to take such action as it may deem necessary for breach of the conditions of service against such an employee.
6. On resignation or termination, all dues to the employees, after any recovery to be made by the College, will be cleared within seven days after the resignation or termination becomes effective. This, however, does not apply to the Provident Fund, which are to be realized when these amounts are disbursed by the competent authority.
7. On leaving the service of the College, one is entitled to a certificate of service as well as a certificate of release from duty.
8. Return of College Property: Before leaving the service of the College an employee shall return to the College in good order and condition all property or equipment including documents, papers, and files belonging to the College or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to him on any account or shall be recoverable otherwise, and the employee shall be responsible for all cost and consequences thereof. If any employee is in occupation of any residential premises, whether College owned or leased, immediately on termination of his employment with the College, the employee shall hand over to the College the vacant possession of the premises. If not it may be recovered by any process of eviction considered appropriate in the circumstances by the management.

4. General Discipline

1. Every Teacher/Staff shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. No staff shall engage - directly or indirectly in any trade or business.
3. The Staff shall conduct themselves with discipline within the campus as well as in their interaction with peers, students and parents and strive to be model citizens for students to emulate.
4. The staff shall be mindful of their language whilst in the College and in interaction with students/parents outside College as their adverse action shall reflect on the reputation of the College as well.

5. The staff shall not, under any circumstance/for any reason receive gifts of any kind from students/parents etc. Any information on such receipt of gifts shall result in termination.
6. The Teaching Staff shall not arrange/hold/provide private tuition for the students of our College either at their residence or any other place. Any deviation/non-compliance of this rule shall result in termination.
7. The staff shall maintain a healthy and friendly relationship with fellow staffs and other co-workers.
8. The Staff shall not under any circumstances use their mobile phone in the class room.
9. The staff shall not engage in any conversation on politics, political affiliation either within the class or outside. The staff shall not discuss about their political affiliation or comment upon political parties in bad taste unless it is in connection with the approved syllabus.
10. Even though a teaching staff is generally expected to handle only his/her allotted hours of class, in case of any emergency/exigency, the staff shall fill in/handle classes in excess of their allotted classes.
11. The Staff, both teaching and non-teaching shall sign the Attendance Register immediately on their entry into the College.
12. Request for Salary certificate, certificate of experience etc. shall be addressed only to the Rector & Secretary and he alone shall be the competent authority to issue such certificates.
13. Prior permission of the College Management shall be obtained in a case where any staff seeks to accept honorary work which may not be detrimental to his/her duties as a staff.
14. If a staff gets involved in any criminal proceedings, he/she shall inform the College Management of such proceedings immediately and in any case, within a period of 3 days.
15. No staff shall engage himself/herself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, public orders decency or morality or which involve contempt of court, defamation or incitement towards an offence.
16. Basic canon of courtesy demands that one should not be a source of disturbance to others around him/her. This must be borne in mind chiefly in the Staff Room. The Staff Room may be considered a place of relaxation, but certainly not a place for recreation. It would be an insult to the dignity of the person and the place to descend to the level of treating it as a place for idle gossip.
17. Unless in any case it be otherwise provided, the whole time of a teacher or other person employed in this institution shall be at the disposal of the management and he/she shall serve it in such capacity and position as he may be directed from time to time.
18. No staff shall resort to in any way abet any form of strike in connection with any matter pertaining to his/her service or the service of others under the management.
19. If a teacher is late for College, he/she shall sign in the Late Attendance Register in the presence of the Principal.

20. No teacher shall leave the premises during the Class hours without the prior permission of the Principal.
21. Staff members are expected to dress decently and modestly.

5. Academic Matter

1. Every Teacher shall abide by the instructions given by the Principal.
2. The curriculum given by the Principal shall be followed.
3. No teacher is allowed to sell any curriculum material.
4. No private tuition shall be undertaken without the prior written permission of the Principal.
5. All teachers shall submit the "Lesson Plans" to the Principal on the first day of the week, while the Year Plan shall be submitted to the Principal at the beginning of the Academic Year.
6. Regular class work as well as the home work shall be followed up and corrected by the concerned teachers.
7. Established procedures of preparing question papers/conducting examinations/evaluation of answer scripts/submission of marks shall be adhered to strictly.
8. Substitution work is part of the regular work of every teacher. It will be considered a dereliction of duty if a teacher fails to report to the class for substitution work and do justice to the work if and when he/she is appointed as a substitute.
9. Any adjustments of free periods during emergency may be done only with the permission of the Head of the Department.
10. The Staff shall maintain the confidentiality of any and all information / data/documents etc. which the staff has knowledge of or may come in their possession through their service with the College. The staff shall not make copies of / disseminate or in any other manner circulate such confidential information data / documents etc.

6. Disciplinary Action

1. All the teachers/staff members shall abide by the rules and regulations framed by the College Management.
2. All complaints and Disciplinary Action shall be reported first to the Secretary.
3. The Secretary shall, upon receipt of a complaint or maysuomotu initiate disciplinary action and for that purpose, set up a Committee consisting of himself (Rector & Secretary), Principal/Additional Principal and the Administrator.
4. The Committee shall conduct the enquiry and submit its report along with recommendations in the matter, including punishment, if any.
5. Any action against the staff member shall be done only if found guilty after the enquiry, following the due procedure of law.

7. Misconduct

Minor Misconduct

1. Late attendance or absence from duty without notice or permission or leave.
2. Obtaining leave or attempting to obtain leave on false pretences.

3. Loitering, wasting time in the staff room during working hours or malingering.
4. Using College facilities unauthorized.
5. Making use of others to correct papers.

8. Major Misconduct

1. Leaving the place of work during working hours without permission or absence without permission from the place of work.
2. Laziness, inefficiency or careless work.
3. Refusal to accept, receive or take delivery of any notice, letter or communication from the Management.
4. Getting question papers from concerned teachers to help students at the time of tests and examinations.
5. Leakage of questions, abetting or cheating in an examination, making use of others unauthorized for evaluation not only within the premises but even when one is deputed for examination work.
6. Furnishing false or incorrect information or withholding any relevant or pertinent information at the time of appointment or at any other time.
7. Habitually sitting while teaching.
8. Refusal to accept or obey an order of transfer from one class to another.
9. Insubordination or disobedience whether alone or in combination with others, or any lawful or reasonable order of the Management or instigating others to insubordination or disobedience.
10. Delaying in performing work or instigating others thereof.
11. Habitual late-coming or habitual absence or absence without intimation for more than three days.
12. Gross negligence or neglect of work.
13. Using indecent language or making false allegations against superiors or against co-workers or any other staff member of the school.
14. Any act subversive to discipline or to good behavior in or outside the College premises if it affects the discipline or administration of the College or has a bearing on the smooth and efficient working of the College.
15. Unauthorized removal of notices from the notice board; tampering with or affixing notice on the notice board or in any other place in the College.
16. Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or disturbing of hand bills, notices, leaflets, pamphlets or posters in the school premises without the prior permission of the Management.
17. Tampering with the records of the College, falsification, defacement or destruction of any records of the school of any kind whatsoever.
18. Participating in a strike or any form of dharna or abetting, inciting, instigating or acting in furtherance of a strike or dharna.
19. Soliciting, demanding, collecting or canvassing people, the collection of any money from anyone or the sale of any kind of tickets within the premises of the College for any purpose.
20. Soliciting, demanding, offering or accepting a bribe or any illegal gratification.

21. Disclosing to any person any information affecting the interest of the College or with regard to procedures, practices and functioning of the College without the permission of the competent authority.
22. Engaging in private work within the College premises. Engaging in another employment while in the service of the College or engaging in the same or similar profession in or outside the College without the written permission of the Secretary.
23. Any conduct prejudicial to the interest or reputation of the College or any act of conduct involving moral turpitude or immoral behavior or act, in or out of the College premises.
24. Use of abetting under the influence of drugs, alcohol while on duty and within the College premises.
25. Any other act of a teacher not covered above which affects the peace, discipline, academic activities, etc., in the campus.

Procedure for taking disciplinary action

1. Memo seeking explanation.
2. Show cause notice
3. Charge memo
4. Conduct of Domestic Enquiry
5. Suspension, if situation so warrants
6. Final Order

Sexual Harassment Committee

1. The female staff may give complaints of sexual harassment against staff members to the Secretary. The Secretary shall, upon receipt of any such complaint, call for a reply from the staff against whom the complaint is made.
2. The Secretary shall then setup a Sexual Harassment Committee as per the mandate of the Supreme Court of India in Vishaka's case and the Special Committee shall hold enquiry as per the conditions laid down in the said judgment.
3. Even though the Committee is free to decide upon its own procedure, the Committee shall follow with the principles of natural justice in the enquiry.

Termination – Removal – Dismissal

A confirmed staff can be relieved from duty/service by giving three months notice or three month salary on either side. The probationary staff by giving one month notice or one month salary on either side.

When the management observes that a staff needs to be either removed or dismissed on disciplinary grounds or mis-conduct / misbehavior / unsuitability for continuance in service, the management removes / dismisses him/ her after calling upon the delinquent employee to that course of allegations / charges and in cases where conduct of an enquiry is necessary to prove the allegation / charges and or thereby provide her/him to fair opportunity to defend herself/himself.

In cases where the public interest or the interest of the institution is at risk or endangered the

management has the right to place the delinquent employee under suspension for a period of 15 days pending disciplinary proceedings and pay her/him an maintenance allowance at the rate of 50% of her/his basic salary during such period.

At any point of time, the College management has the authority to review (the appointment made to the teaching and non-teaching staff members) and terminate them from service following the procedure laid down in the code of conduct.

ROLES AND FUNCTIONS

1. Rector

1. Rector is appointed by the Salesian Provincial, the chairman of the College.
2. He is the chief animator and spiritual father of the institution.
3. He animates the Salesian community and inspires them to carry out the mission of the Society. At the beginning of the year, he calls the whole Salesian community and sets priorities, goals and objectives and draws up a concrete plan of action.
4. He ensures that the norms and guidelines, the objectives and policies of the province, pertaining to the educational apostolate are faithfully adhered to in the College.
5. He provides a climate in the campus for the implementation and realization of the Salesian vision in the best manner possible.
6. He pays special attention to the training and development of the members of the community so that they could be models of work ethics among the staff of the College.
7. He ensures harmony and smooth functioning of the different units of the institution.
8. He animates the staff towards the vision and mission of the Institution and the core values of the campus.
9. He is available to the Salesians, staff, non-teaching staff and the students whenever they need spiritual and other helps.
10. He guides the wardens of the hostels to take care of the students in the hostels.

2. The Secretary

1. The Secretary is appointed by the Chairman of the College for a period of 3 years and may be re-appointed.
2. The Secretary is the Administrative Head of the College and he represents the Management before the Government. He deals with the University, the Government, and the Director of Collegiate Education on all matters relating to the general administration of the College. He plays a supportive role in the academic community headed by the Principal and complements his work.
3. The Secretary of the College has the following administrative functions in consultation with the Principal: appointment of the staff, approval of the probationary period of the staff and confirmation of their appointment, promotion of the staff, disciplinary action against the staff, maintenance of their service registers, salary of the staff, sanction of increment, provident fund, loan, recovery of loan and closure, income tax, all kinds of leave except casual leave and legal matters. He has to keep in touch with the educational authorities and seek speedy solution for administrative

problems. He must be familiar with all GO's issued by the Government from time to time.

4. The secretary is an ex-officio of the Governing Body of the College. He also serves as a member in important policy making committees of the College.
5. When there is vacancy for headship of a department, the secretary follows the guidelines of the Institution and appoints the Head of the Department.
6. The Secretary administers scholarships and sanctions fee concessions for deserving students.
7. The secretary sanctions loans to the teaching and the non-teaching staff of the college in consultation with the Principal and Administrator.
8. The secretary will see to the mobilization of funds for the development of the college.
9. He oversees the functioning of administrator office, maintenance and hostels. He arranges for audit of all the non-government accounts.
10. The secretary and the principal work in close collaboration and cooperation, exercising mutual trust and help.

3. The Principal

1. The Principal is appointed by the Chairman of the Board of management of the college.
2. The Principal is the academic head of the college, and is the executive authority of the college. As the leader of the academic community of the institution, he should provide a climate necessary for the intellectual pursuit of the staff and the students. He plays a vital role in motivating and inspiring the academic community towards excellence.
3. The Principal keeps the secretary informed of all matters of general and financial administration. He represents the college in all academic institutions like University Grants Commission, the University, AIACHE, Xavier Board, IUS, etc.
4. The Principal runs the day to day administration of the college, plans and executes all academic programs including research, consultancy and certificate courses, allots work to the teaching and non-teaching staff in consultation with the secretary, routes the leave applications (except casual leave) to the Secretary, supervises the teaching and non-teaching staff, monitors attendance of the staff, draws up the calendar and time table , facilitates co-curricular and extra-curricular activities, admits students in accordance with the policy of the Government and the management council and maintains students and staff discipline.
5. The Principal is responsible for the efficient functioning of the Heads of Departments and the faculty and evaluating their performance. He maintains the movements register of HODs. He evaluates the performance of teaching and non-teaching staff in each department.
6. The Principal is directly responsible for the composition and functioning of various bodies and committees under autonomy. He implements and follows up the statues of autonomy, in tune with the recommendations of autonomy review committees. He is also directly responsible for quality sustenance and quality enhancement in higher education as per NAAC guidelines.

7. The Principal is in charge of financial administration of the college. He prepares the annual budget for the college and gets the approval of the Management Council.
8. The Principal is officially in-charge of the hostels. He delegates the powers to the Wardens.
9. He is the recommending authority for loans to the teaching and non-teaching staff.

4. Additional Principal

1. The Additional Principal is appointed by the Chairman of the college
2. The Additional Principal takes the place of the Principal to run the Shift - II courses of the college.
3. The Additional Principal works along with the Principal to provide a climate necessary for the intellectual pursuit of the staff and the students. Together they plan the common programmes of the college.
4. The Additional Principal is responsible for addressing all academic matters involving faculty and students of the Shift-II.
5. The additional principal shall be a member of all the major committees of the College including the board of selection of staff members and will be part of all the cultural and academic functions.
6. The additional principal will admit the students for Shift-II.
7. He will coordinate the academic programmes with the help of Heads of the Departments of Shift-II. He will be responsible for the efficient functioning of HODs.
8. He will conduct the conferences, seminar or any other programmes involving the Shift-II staff and students.
9. When staff (Teaching and Non-Teaching) are recruited for Shift- II, the views of the Additional Principal must be elicited for ensuring quality. The recruited staff must meet the Additional Principal with the appointment letter from the secretary of the college.
10. Movement register of Shift-II staff must be maintained by the Additional Principal.
11. He evaluates the performance of teaching and non-teaching staff in each department.
12. Purchase of stationery for day to day administration of Shift-II must be left to the discretion of the additional principal (a small budget can be prepared and presented to the finance committee). However, purchase of electronic goods, furniture etc. heavy equipments will be the responsibility of the Secretary.
13. Any information or clarification from Shift-II office should be mooted through the Additional Principal for better administration.
14. For availing CL, the staff of Shift-II must obtain permission from the Additional Principal.
15. For availing on duty leave the staff of Shift-II must meet the Additional Principal and the same must be sanctioned by the Secretary.

5. Administrator

1. Administrator helps towards careful, effective financial administration of the college.
2. He is responsible for the new constructions and major maintenance in the college.
3. He supervises the maintenance of the properties and goods of the college.

4. He has the complete financial accounts of the college.
5. He ensures a complete and accurate day-to-day record of financial transactions.
6. He ensures adequate facilities for conduct of seminars and workshops.
7. He is also responsible for new purchases of equipments and articles.
8. He is ex-officio member of the management finance committee of the college.
9. He should be involved in the budgeting for the year.
10. He should present to the house council the financial budget of the campus.
11. He has to send the consolidated budget to the Province Economist.
12. He presents to the house council the monthly report of the financial management

6. Controller of Examinations

1. The Controller of Examinations is appointed by the Secretary of the college in consultation with the Management Council
2. He gets the list of courses approved by the Academic Council for each semester from the HODs.
3. He plans the semester examinations and declares the results on time.
4. He gets the copy of the syllabus and question papers from the departments for CA tests and semester examinations.
5. He calls for question papers and sends them for scrutiny and gets them printed.
6. He plans detailed semester examination schedule and assigns invigilators.
7. He conducts central valuation and arranges for third valuation if necessary.
8. He prepares an overview of results and presents the salient features before the passing board.
9. He arranges for printing of statements of marks and cumulative marks sheets for distribution.
10. He presents the final list of eligible students to the University for issuing the diploma.
11. He is the convener of the committee on malpractices during semester examinations.
12. He prepares the budget for the Controller's office and gets it approved by the Management council.
13. He appoints the question paper setters and examiners in the name of the College Council in consultation with the Principal and HODs.
14. He approves the payment of remuneration to the question paper setters and the examiners.
15. He supervises the Controller's office staff and sanctions leave for its office staff.
16. He is the Convener for the Examination Committee.

7. IQAC Coordinator

1. He develops quality benchmarks/parameters in various activities of the college.
2. He disseminates information on quality aspects.
3. He organizes discussions, workshops, seminars and promotes quality circles
4. He records and monitors quality measures of the institution
5. He acts as a nodal agent of the institution for quality related activities.

6. He acts as a member of all the committees in the college to ensure quality standards to be evolved by the College (Academic Council, Passing Board, Officials and HOD Forums, Restructuring Committee etc.)
7. He ensures quality assurance through extended IQAC and to strengthen feedback mechanism.
8. He plans and organizes training programmes for students, faculty and non-teaching staffs.
9. He finalizes and sends reports to AICTE/NAAC/UGC and University.

8. Vice Principal for Administration

1. Ordinarily a Salesian will be the Vice Principal for Administration.
2. In the absence of the Principal/ Additional Principal, the Vice Principal for administration is responsible for the running of the college.
3. The Vice Principal for administration should work in close collaboration with the Vice Principal for Academics. His functions will be:
 - To maintain general discipline of the College.
 - To be member of all executive bodies
 - To look after general facilities for staff and students
 - To look after the discipline during all college functions
 - To be present for the Student representatives' meeting.
 - To organize parent teacher meetings
 - To coordinate the SHELTERS and the credits for students
 - To coordinate and monitor cultural activities of students
 - To help the principal to conduct the college day and convocation day

9. Vice Principal for Academics

The Vice Principal for Academic Activities is appointed by the Board of Management for 3 years, may be reappointed. His / Her functions are:

1. To coordinate the preparation of the semester general time table along with HODs.
2. To permit the registration of Re-CA
3. To conduct registration of Non-Major Electives
4. To be the chief superintendent of examinations during semester examinations
5. To assist the HODs to conduct the entrance examinations for PG and M.Phil courses.
6. To listen to the grievances of students regarding internal components.
7. To ensure that syllabi and new courses are presented in the proper format for the academic council meetings.
8. To assist the Principal in conducting the CDC.
9. To submits the Academic Council reports after carrying out the corrections to the controller of examinations.

10. Dean of Student

1. To deal with grievances of students
2. Convener of the students' grievance committee
3. Convener of the students' representatives council

4. To sign railway/bus concession forms
5. To sanction mid-day meal for deserving students
6. To monitor the Canteen facilities
7. To monitor the SHAPE (mentoring) programmes
8. To monitor the conduct of the assemblies (any common gathering), late comers with his team of staff members.
9. To manage ID cards
10. To deal with irregular students

11. Dean of Research

1. Conducts assembly for M.Phil students
2. Coordinates the conduct of M.Phil Thesis Monitoring Committee (TMC)
3. Coordinates all the online journals
4. Maintains plagiarism software accounts and revenue generated
5. Lays down rules and regulations for the Research Centre
6. Guides staff to write research projects to UGC and other funding agencies

12. Assistant Dean of Research

1. In charge of Summer Internship programmes and projects
2. In charge of research forum of the College
3. In charge of research instrumentation/ facilities

13. Dean of Women Students

1. To coordinate activities of women students and to get them involved in cultural activities in collaboration with the dean.
2. To help in maintaining discipline, dress code among women students.
3. To organize women empowerment programmes
4. To look after the needs of women students

14. Dean of International Affairs

1. To assist the principal regarding correspondence with the Institutions
2. To arrange for the visits of staff & students
3. To prepare the MoU

15. Director of Outreach Services

1. He is in charge of all extension services to the neighborhood
2. He runs the projects such as Self Help Groups, Evening study centers, family Counselling, Creche, Gypsy village adoption programme, etc.
3. He is in charge of skill training to the Students
4. He organizes the work scholarship for students
5. He is in charge of DEEDS programme

16. Campus Minister

The Campus Minister is appointed by the Chairman of the College. His functions are as follows:

1. To be available for students for counseling
2. To conduct the prayer sessions
3. To organize retreats for staff and students
4. To animate the students class by class on various values
5. To monitor the conduct of part IV courses in all four semesters

17. HR Officer

1. HR officer functions under the guidance of the secretary
2. He is a bridge between staff and management
3. He has to help the management to guide the staff meaningfully and objectively
4. Strict Confidentiality has to be maintained
5. Neutrality in all evaluations has to be maintained
6. He organizes the recruitment and selection for all categories of employees
7. He plans and executes with the management, induction programme for all categories of employees
8. He prepares the programme of training and development for employees.
9. He helps the secretary in the Performance appraisal

18. Head of the Department

As far as the headship of the department is concerned it is a pivotal position which involves taking responsibility for the functioning of the department. Hence it is highly expedient and essential to appoint a person of eminence in academics and efficient in administration. The management has the right to choose the person of such eminence and efficiency as HOD.

1. The Head of the Department is appointed by the Secretary in consultation with the management council.
2. He/she strives to achieve academic goals and to develop research programs in the department with the support of the staff.
3. He/she assists the management council in staff selection process pertaining to the department.
4. He/she assists the Principal during admission of students
5. He/she is present in the campus and available to the staff and students during the college working hours as and when required. He informs the Principal/Additional principal whenever he has to be away during the working hours of the college.
6. He/she is responsible for the smooth functioning of the department. He ensures the punctuality of the faculty in executing their assigned duties. He shares responsibilities with the members of the department and builds up team spirit.
7. He/she distributes the work equitably preferably avoiding sharing or splitting course-work unless it is necessary in consultation with the faculty. The workload must be distributed to the faculty members and a copy be given to the Vice Principal well in advance. Any change in the department timetable should be communicated immediately to the Vice-Principal (Academics).

8. He/she holds faculty meetings at least once a month and facilitates interaction and sharing among staff. He evaluates with the faculty the semester results and plans appropriate action to improve the student performance. When he takes leave, he communicates to the next senior member to take charge of the department.
9. He/she calls for Board of Studies Meeting whenever necessary and monitors updating as well as introducing new syllabi/courses.
10. He/she plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students.
11. He/she helps the president of association to carry out association and extension activities.
12. He/she consults the faculty members and prepares the list of books and list of requirements for the department and submits them to the Principal before the end of March every year.
13. He/she meets the students individually and monitors the attendance of students of the department and calls the parents of defaulters for counseling.
14. He/she listens to grievances of students regarding department matters and redresses them in consultation with the Principal/Additional Principal.
15. He/she facilitates skills and placement training activities with the director of extension and education.
16. He/she ensures proper conduct of practical classes by giving in advance the requirements to the Lab Director.
17. He/she maintains the stock register of equipments like computers, OHP, etc.
18. He/she maintains the following files in the department.
 - a) Current Syllabus of all the papers offered by the department.
 - b) Semester-wise course teachers and work load of faculty members, additional responsibilities given to faculty members.
 - c) Minutes of the faculty meetings.
 - d) Minutes of the Board of Studies Meetings.
 - e) Class-wise list of students.
 - e) CA marks and semester results copies.
 - f) Department Calendar and the department activities.
 - g) Records of meetings with the students who have less attendance and poor performance in studies.
 - h) Leave Letters.
 - i) Annual Report of the Department following the 7 criteria of the NAAC.
(Reports with evidences - all the seminars, remedial programmes, research, consultancy and publications, placements, awards, extension activities and innovations and best practices).

19. UG HOD

1. The UG HOD is appointed by the Secretary of the college in consultation with the management council
2. He/she is available to the staff and students during the working hours of the college and if need be also outside the working hours.
3. In consultation with the PG HOD, he evaluates with the UG faculty the semester

results and plans appropriate action to improve the students' performance. When he takes leave, he/she communicates to the next senior member of the faculty to take charge of the department functioning.

4. He/she cooperates with the PG HOD to conduct seminars, workshops, special lectures etc. with the involvement of staff and students.
5. He/she helps the President of the association to carry out association activities.
6. He/she meets the students individually and monitors the attendance old students of the department and calls the parents of defaulters for counseling.
7. He/she listens to grievances of students regarding department matters and redresses them in consultation with the PG HOD.
8. He/she maintains the following files in the department.
 - a) Current syllabus of all the papers offered by the department.
 - b) Semester-wise course teachers and workload of faculty members, additional responsibilities given to faculty members.
 - c) Class-wise list of students.
 - d) CA marks and semester result copies.
 - e) Department Calendar and the department activities.
 - f) Records of meetings with the students who have less than 75% attendance.
 - g) Leave letters.
 - h) He/she assists the HOD to prepare the annual report of the department along the 7 criteria of the NAAC.

20. Teaching Staff

Every teacher is appointed by the Secretary of the College in consultation with the management council. The courses are allotted by the HOD in consultation with the department faculty.

1. He/she cooperates with the HOD and other faculty members in the efficient running of the department and works with team spirit for the good of the students and of the institution.
2. If He/she is given the responsibility of a class teacher, he has to be the academic counselor and mentor for that class.
3. He/she prepares course syllabus as per the instructions from the CDC and participates in Board of Studies meeting in updating the existing courses or introducing new courses.
4. He/she adopts suitable, innovative and appropriate methodology with respect to teaching and evaluation.
5. He/she covers the various units of the syllabus in the stipulated time frame.
6. He/she coordinates with the HOD and Vice Principal in administering internal assessment, setting the question papers on time, valuing the answer papers, entering the marks in the mark-sheet and returning the answer papers to the students within 10 days of the date of the test.
7. He/she takes semester exams/internal tests/invigilation work seriously and checks malpractice.
8. He/she undertakes and helps in the research activities of the department.

9. He/she is actively involved in practical/project/library work.
10. He/she is available in the campus during college working hours and as and when required.
11. He/she is present with the students for all the college functions.
12. He/she arranges for guest lectures, field visits, seminars whenever useful and needed in consultation with the HOD.
13. He/she reports to class on time and should not leave the classes before scheduled time or cancel classes without informing HOD.
14. He/she is responsible for maintaining the attendance records of his/her students.
15. He/she does not admit students who come late to the class without the late-slip from the vice Principal.
16. He/she informs the HOD about casual leave in advance so that alternate arrangements could be made.
17. He/she makes up for the classes cancelled or missed due to his/her absence.
18. He/she identifies the weak students (after the first test) and provides special guidance and help for their improvement in studies.

21. Class Teacher

1. At the beginning of the year he/she learns the names of students.
2. Identifies the slow learners and facilitates remedial programme for 3 days in a week.
3. Conducts weekly tests for the remedial students with the help of course teachers
4. Deals with the absentees (class & remedial) with the help of HOD and Principal
5. Attends monthly review meeting with principal and vice principal for academics.
6. Monitors the activities of CQC.

22. Librarian

1. The librarian is appointed by the management.
2. He prepares the list of requirements for the next year and presents to the Principal by March.
3. He is in-charge of the books, magazines and all equipments in the library.
4. He classifies the books and periodicals and computerizes them.
5. He is responsible for lending books and magazines from the library.
6. He is member of the College Council and Academic Council.
7. He introduces the library to the new students and facilitates their reading in the library.
8. He facilitates the research work of staff.
9. He keeps track of the utilization of books and audio visual materials.
10. He maintains the accounts and prepares annual report.
11. He assigns the work and supervises the library staff.

23. Physical Director

1. The Physical Director is appointed by the Secretary of the college in consultation with the Management Council.
2. He is in-charge of all sports and games activities in the college.

3. He is the manager of all college teams and prepares the players for university ranking and placement.
4. He prepares the annual requirement for sports and games and presents to the principal.
5. He looks after the grounds and equipments meant for sports and games.
6. He proposes plans for the development of sports and games in the college to the college sports committee.
7. He assists in the discipline of students during the good morning talks and during the functions.
8. He arranges for inter-class, inter-department, inter-college and inter-university tournaments in consultation with the Vice Principal.
9. He plans and executes the Sports Day with the help of staff members and students.
10. He looks after the visiting physical directors and visiting students in consultation with the Vice Principal.
11. He arranges for the coaching of players.
12. He accompanies the students when they go for different tournaments.

24. Office Superintendent

1. The Office Superintendent is appointed by the Secretary of the college in consultation with the management council.
2. He is in-charge on non-teaching staff of the college.
3. He plans and distributes the administrative work of the office.
4. He assists the Principal in the financial administration of the college.
5. He keeps track of communications from UGC, University, Government and other officials.
6. He supervises the general maintenance of the college.
7. He keeps all the records of staff and students.
8. He assists the Principal in the preparation of budget for the college.
9. He assists the Principal in the admission of students.
10. He arranges to look after the VIPs who come to visit the college or the Principal.
11. He helps the students to get their scholarships and certificates.

25. Non-Teaching Staff

1. To help the college administration of the smooth functioning of the College
2. To plan and execute their work meticulously and in time
3. To deal with students and staff professionally
4. To co-operate with officials of the College and carry out the instructions without delay.
5. To involve themselves in all functions of the College
6. To be courteous and polite to all visitors.

26. Director - Hostels

1. The Director are appointed by the Chairman of the college.
2. The Principal of the college is the official director of the hostels. Each director administers the hostel and animates the students of the hostel in accordance with the directions given by the Management Council.

3. The director look after the mess and the day-to-day maintenance of the hostel under the direction of the Management Council.
4. They present the accounts to the Management Council every month.
5. Along with the Students Committee, the director does the financial administration of the hostel.
6. He/she admits / readmits the students every year to the Hostel.
7. He/she takes disciplinary action including dismissal in consultation with the Management Council.
8. The director seeks the assistance of the sub-wardens in the normal running of the hostel.

27. Lab Director (Physics, Chemistry, C.S., & Biochemistry)

1. The Lab Director is appointed by the Secretary of the college in consultation with the management council
2. He takes responsibility for the smooth functioning and all activities in the lab during working days and holidays.
3. He prepares the list of requirements in the month of March for the next academic year and submits to the Principal.
4. He manages the procurement and maintenance of lab as per the approved budget using fund provided through management accounts.
5. He keeps track of consumables for the Centre needed for practical sessions procured by the department from special fee account.
6. He ensures that any item procured under UGC grant or special fee accounts are safeguarded as the assets of the college.
7. He ensures annual stock verification with the help of the faculty members of the respective department.
8. He does allotments of works to the staff of the lab, routing of the leave applications to the Principal and maintaining non-teaching staff discipline.
9. He facilitates the Practical sessions of the various programmes of both UG and PG (Shift-I & II) as per the schedule drawn by the Department.
10. Lab director of CS will facilitate the campus networking and IMF.

28. Director: Vazhikatti (Career Guidance)

1. The Director of Vazhikatti is appointed by the Secretary of the college in consultation with the Management Council.
2. He is in-charge of career guidance in the campus.
3. He motivates the students for different careers and higher studies.
4. He follows them up towards achieving their goal in life.
5. He offers courses in skill training for jobs.
6. He builds contacts with the industries and employers and invites them for campus recruitment.
7. He provides information on different competitive examinations and placement possibilities.

8. He maintains the records of correspondence with the employers and those who are employed.
9. He carries out these activities in collaboration with the department faculty in charge of placement.

29. Placement Officer

1. To collect the data from students (final year students)
2. To provide placement training
3. To organize on campus and off campus recruitment
4. To build contact with industries and employers and invites them for campus recruitment.
5. To maintain contact with Industries.
6. To organize special lectures by industrialists
7. To facilitate Industrial visits of departments

30. Association President (Academic & Non-Academic)

1. The association president is appointed by the Principal in consultation with the respective HOD.
2. He/she is in-charge of the association activities.
3. He/she plans the activities of the year in consultation with the Vice Principal / HOD.
4. He/she obtains the required fund, authorized by the HOD from the Principal / Additional Principal and gives the accounts regularly.
5. He/she gives opportunities for students to have group experience, leadership, social service, planning and executing and evaluating their performance.
6. He/she organizes personality development programs for students.
7. He/she organizes the industrial visits in consultation with the HOD and the Principal.