

PERSONNEL POLICY FOR HIGHER EDUCATION INSTITUTIONS IN THE SYRO-MALABAR DIOCESE OF THUCKALAY

0. FRAMEWORK

- 0.1. The Syro-Malabar Diocese of Thuckalay was erected by the Holy See in 1996. The Diocese works under the supervision of Major Archbishop of the Syro-Malabar Church. The Syro-Malabar Church has many Dioceses with established institutions and personnel policies are created collectively and individually as per the requirements and quality functioning. This policy is for Higher Education Institutions in the Syro-Malabar Diocese of Thuckalay.
- 0.2. Every College / Higher Education Institution which is an institution of the Diocese is owned and administered under the authority of the Syro-Malabar Diocese of Thuckalay, which is the Founder Body. Each such Institution, if possesses its own registration as a Registered Society / Trust, is a subsidiary of the Founder Body, and / or of such an Institution that has only the use of the properties, both moveable and immovable, and not the ownership thereof, and / or in case acquired by the individual Society / Trust, it will belong to the said Society / Trust.
- 0.3. The Founder Body, Syro Malabar Diocese of Thuckalay, has established, administers and runs presently the Higher Education Institution, St. Alphonsa College of Arts and Science at Soosaipuram, Karinkal – 629 157, Kanyakumari District, Tamilnadu.
- 0.4. The Secretary and Correspondent, the Assistant Secretary and Correspondent, other personnel as members of the Diocese, the Head of the Institution are to be appointed by the Founder Body, which in this case is the Syro-Malabar Diocese of Thuckalay, headed by the Bishop or other authorities appointed by the Syro-Malabar Church, who retains the right to appoint / transfer the personnel or to change their duties.
- 0.5. The ordinary affairs of the College are to be managed by a duly constituted Governing Body following the directions of the Founder Body.
- 0.6. The day-to-day administration of the College is vested in the Principal in collaboration with the Vice Principal(s) of the respective campuses, who carry out all the activities in consultation and collaboration with the Secretary and Correspondent of the College.
- 0.7. The Founder Body may appoint its personnel as Bursar and other functionaries as per

need from time to time.

1. TERMS & DEFINITIONS

In this Policy, unless there is anything repugnant to in the subject or the context thereof:

- 1.1. **Founder Body** means the Syro-Malabar Diocese of Thuckalay, i.e., the Bishop and the Curia, or an authority duly appointed by the Syro-Malabar Church, which has established, owns and manages the College.
- 1.2. **Governing Body** means the Governing Body of the Higher Education Institution, constituted in law and duly appointed by the Founder Body. The Governing Body is to manage the ordinary affairs of the College in respect of the curriculum, ratification and approval of the appointments, discipline, legal matters, new initiatives and undertaking and implementing activities and programmes for the fulfilment of the educational policy of the Founder Body.
- 1.3. **College** means the St. Alphonsa College of Arts and Science, established in 2014, currently affiliated to the Manonmaniam Sundaranar University, Tirunelveli, after due Government Order from Tamilnadu Higher Education Department and any other Higher Education Institution that may be established by the Founder Body in the future.
- 1.4. **Minority College** means a college-owned, established and run by a minority community by virtue of rights conferred by Article 30 (1) of the Constitution of India.
- 1.5. **Manager:** The Manager of the College shall be the Vicar General of the Diocese of Thuckalay. The Founder Body of the College has the authority to appoint more than one person as manager of the College from among the members of the Diocese of Thuckalay. The Manager(s) shall have the authority for overall supervision in the functioning of the College. The Manager shall be consulted for major decisions in the College by the Secretary and Correspondent and the Treasurer of the College.
- 1.6. **Secretary and Correspondent:** The Secretary, on behalf of the Founder Body and the Governing Body derives authority and takes care of major decisions, such as the appointment of staff, all correspondences for new initiatives, legal matters, liaison with public bodies and extraordinary matters of discipline.
- 1.7. **Principal** means the executive head of the College who is responsible for the implementation of the policies and objectives of the College as per Govt. / UGC /

University rules and norms, the overall administration of the College with its different campuses and the liaison with other authorities, educational or civil or otherwise. On all decisions related to the faculty and students of the campus(es), the Principal will consult the Secretary and Correspondent.

- 1.8. **Treasurer** means one who has the responsibility of the financial administration of the College and matters assigned to him by the Constitutions and Regulations of the Syro-Malabar Diocese of Thuckalay, in keeping with Govt / UGC / University rules. The Economist / Finance Officer of the Founder Body shall be the Treasurer of the College.
- 1.9. **Bursar:** The Bursar of the College means the person appointed by the Founder Body to look after the regular income and expenditure of the College. He shall be responsible for supervising the maintenance of the daily accounts of the College. He shall be responsible for the security of all the liquid cash. All transactions shall be carried out in consultation / with the approval of the Treasurer / Secretary and Correspondent of the College.
- 1.10. **Employees / Faculty / Staff** means all persons appointed to function in the College as Faculty / Researchers / Office / Clerical or Support / Grade IV or such other staff employed / appointed by the Founder Body / Governing Body / College.
- 1.11. **Academic Council** means the academic consultative body consisting of the Secretary and Correspondent, the Director, the Principal, Vice Principal(s), Deans, Heads of Departments and appointed Coordinators, who are entrusted with the ordinary planning and review of the day to day affairs of the academic life of the College and its campus.

2. FOUNDER BODY AND ADMINISTRATION

- 2.1. The **Founder Body** of St. Alphonsa College of Arts and Science is the Syro Malabar Diocese of Thuckalay with its registered office at Bishop's House, P.B. No. 12, Thuckalay – 629 175, Kanyakumari District, Tamilnadu. It is legally constituted and run according to the Constitutions and Regulations of the Trust of the Diocese of the Thuckalay registered as No. 35 1998 on 08.05.1998 with the Joint Sub Registrar, Marthandam, Kanyakumari District, Tamilnadu and the Canon Law of the Catholic Church. The Founder Body, though has the ultimate responsibility for the management of the Institution, exercises its authority in loco through its constituted Governing

Body. It reserves to itself certain rights in relation to Education and Policies. It retains the right to determine and / or approve all policy matters in all areas of College life: Christian Doctrine, Value Education, Intellectual-Moral Physical education and the formation of the students. The Founder Body is also responsible for approving the personnel policy. It recognizes the Educational Pastoral Plans of the Diocese and promotes them within the College. It is the ultimate appellate body.

2.2. The **Founder Body** retains the following rights in relation to general administration:

- (i) To expand or alter its nature or status or to close down the College.
- (ii) To decide, approve the medium, Universities of Affiliation, or change the same.
- (iii) To upgrade / downgrade the College, add or eliminate sections / departments.
- (iv) To give directions regarding the prospectus, salary and fee structure.
- (v) To spell out the policies in keeping with the socio-political needs of the context according to the Catholic philosophy, aims and objectives of the Diocese.
- (vi) The Founder Body has the right to appoint, transfer and terminate the services of Secretary and Correspondent / Assistant Secretary and Correspondent / Principal / Vice-Principal / Treasurer / Bursar / Heads of Departments of the College.
- (vii) At regular intervals, it may review the criteria, procedure and policy for all appointments as the Govt / UGC / University rules may require. It frames directives for the continuous education and updating of the teaching faculty and gives directions to promote the ethos and mission of the Founder Body.

2.3. **Property:** Final control and ownership of all immovable and movable properties and assets belong to the Registered Trust of the Diocese of Thuckalay; for any transactions, the following must be respected.

- (a) Permission in writing from the Founder Body is required for any formal agreement regarding leasing, renting or taking loans and granting permission to use the premises.
- (b) This will be done through a contract which will be signed by the Bishop or authorities of the Diocese on behalf of the Founder Body.
- (c) All alterations to the existing ground and buildings as well as all-new constructions require the written permission of the Founder Body at the request of

the Governing Body. The execution of the works is assigned to the Governing Body, having to form the required supervision committee(s).

2.4. **The Governing Body:** The Founder Body shall appoint members of the Governing Body taking into consideration the ability of the persons to be appointed to contribute to the overall growth and development of the College(s).

2.4.1. Finance Committee:

- (a) The Founder Body shall exercise its control over all the finances of the College through the Finance Committee of the Diocese so appointed for the purpose. Such control shall be complete and absolute.
- (b) The Finance Committee shall exercise the right to issue directions on financial policies and administration to the Governing Body and to the Secretary and Correspondent in matters of finance, conducting internal audits, calling for the audit report or any explanation on it, including a financial report and / or books of accounts at any time.
- (c) For major expenses, other than the regular approved expenses of the College, a written permission from the Founder Body is required, after appropriate discussion in and resolution of the Governing Body. Expenses between 50,000 and 99,999 may be approved by the Governing Body and expenses above that will require a written permission from the Founder Body.
- (d) For all changes to the proposed and approved plans for construction / campus development a prior screening by the construction committee and finance committee and approval by the Founder Body is mandatory.

2.4.2. Other Matters:

- (a) The Founder Body has the right to deal with all other matters, as circumstances may demand, in order to further achieve the vision and mission of the College and its effective administrative management as per UGC / NAAC criteria.
- (b) The Founder Body shall make an annual inspection of all the areas of the institution and give timely directions for enhancing the services offered keeping the ideals of the Founder Body through its commission heads (Finance Committee and /or Education Commission or any other agency so appointed) of the Diocese.

3. GOVERNING BODY

3.1. Constitution:

- (a) The **Governing Body** shall be constituted by the Founder Body in accordance with the privileges and minority rights granted by the Constitution of India, Department of Higher Education of Tamilnadu and the Statutes of the Affiliating University.
- (b) The **Governing Body**, in normal circumstances, shall be composed of:
 - (i) The Bishop of the Diocese of Thuckalay as the Chairman
 - (ii) The Vicar General of the Diocese of Thuckalay as the Manager or other Manager(s) appointed by the Founder Body
 - (iii) The Finance Officer of the Diocese of Thuckalay as the Treasurer
 - (iv) The Secretary and Correspondent appointed by the Founder Body as the Secretary
 - (v) The Principal appointed by the Founder Body as a Member
 - (vi) Three to Six members selected / nominated by the Founder Body as Members

3.2. Term of the Governing Body:

- (a) The term of office of the Governing Body shall be 3 years, at the end of which it will be reconstituted as per the decision of the Founder Body. In cases of vacancies, for whatever reason, they shall be filled up by the Founder Body for the remaining part of the 3-year term.
- (b) The quorum for valid procedure shall be one member over and above half the existing strength of the Governing Body, i.e., 50% plus one.
- (c) Frequency: The Governing Body shall meet at least four times a year with a minimum of 7 days' notice. Emergency meetings may be held as and when required.

3.3. Powers and Duties of Governing Body:

- (a) It is the responsibility of the Governing Body to see that the general running of the College reflects the education policy of the Founder Body and promotes its

academic atmosphere.

- (b) May lay down criteria, procedure and policy for appointment of staff including non-teaching staff which is subjected to the approval of the Founder Body.
- (c) Approval of Selection Committee for appointments and promotions.
- (d) Approval of the terms and conditions of appointment and service.
- (e) It frames directives for continuous education and updating of teachers.
- (f) The Governing Body approves the appointment of, through the Secretary and Correspondent, the faculty & staff, and confirms, extends or terminates the services of the same. Temporary / Guest and Support / Group D staff may be appointed by the Secretary and Correspondent on a temporary basis subject to approval by the Governing Body.
- (g) To select suitable candidates for teaching posts, it shall appoint the Selection Committee as per prescribed norms of the University, keeping in mind the minority status of the College.
- (h) All disciplinary actions, except in the case of minor penalties, are to be imposed by the authority of the Governing Body through the Secretary and Correspondent and / or through the Principal.
- (i) The Governing Body approves the list of holidays and the leaves taken by the staff.
- (j) The welfare of the staff is a concern of the Governing Body (disbursement of salaries and allowances, personnel and professional staff development, etc.). It shall see that the Personnel Policy is followed and propose to the Founder Body any alteration it may deem necessary.
- (k) It will propose and / or recommend to the Founder Body any alteration in the physical nature of the College and other matters that are reserved with the Founder Body after completing the due procedures of scrutiny and approval by Statutory Committees of the Founder Body.
- (l) Any other responsibility / duty, the Founder Body may deem fit to delegate to it.
- (m) The Governing Body's decisions may be overruled or the Governing Body itself may be suspended by the Founder Body for grave reasons. The Founder Body,

under such circumstances, will make alternative arrangements to carry on the functioning of the College, for a period not exceeding 6 months.

4. ROLES AND DUTIES OF MEMBERS OF THE GOVERNING BODY

4.1. Manager

- (a) The Founder Body shall appoint the Vicar General of the Diocese of Thuckalay or any other member of the Diocese as the Manager of the College.
- (b) The Manager shall possess powers to supervise the functioning of the College on a regular basis – supervising the infrastructure, functioning, administration and academics.
- (c) The Manager is vested with the powers to meet, in the presence of the Secretary and Correspondent and / or Principal or otherwise, members of the staff individually or in groups to provide guidance, directions and corrections for quality improvement of the College.
- (d) The Manager shall, in coordination with the Secretary and Correspondent, carry out his responsibilities of supervision.
- (e) The Manager shall update the Chairman / Founder Body from time to time with regard to the functioning of the College.
- (f) The Manager shall report to and / or notify the Chairman / Founder Body, any vacancy in the Governing Body and make arrangements to fill the vacancy. He will also arrange for the reconstitution of the Governing Body when its term expires.
- (g) The Manager shall be jointly signing all appointment orders with the Secretary and Correspondent.
- (h) In cases of a situation where the Governing Body of the College is not able to meet or does not possess the quorum, the Manager in consultation with the Secretary and Correspondent shall take decisions and accordingly get approvals subsequently.

4.2. Secretary and Correspondent

- (a) The Secretary and Correspondent of the College shall be appointed by the Founder Body.

- (b) On behalf of the Founder Body and the Governing Body, the Secretary and Correspondent shall see to the proper running of the College and ensure that the directions and policies laid down by the Founder Body are carried out in the College.
- (c) The Secretary and Correspondent shall be responsible for the financial management of the College; however, he is required to consult the Manager and the Treasurer and where required the Chairman / Founder Body, while making important financial decisions. The Founder Body may appoint a Bursar to assist the Secretary and Correspondent in managing day-to-day financial transactions of the College.
- (d) The Secretary and Correspondent shall be the authorized person to carry out the decisions of the Governing Body regarding appointments, terminations or any other legal step for all the employees. He may also take decisions as per need for the regular functioning of the College; however, such decisions must be ratified by the Governing Body at its meeting.
- (e) The Secretary and Correspondent shall be the authorised signatory on behalf of the Governing Body and may issue all letters which are authorized by the Governing Body.
- (f) The Secretary and Correspondent shall convene the meetings of the Governing Body and shall arrange the time, venue and agenda for such a meeting.
- (g) The Secretary and Correspondent shall keep the records and minutes of the proceedings and submit them for confirmation at the next meeting.
- (h) The Secretary and Correspondent shall handle the correspondences with the members of the Governing Body and other staff members.
- (i) The Secretary and Correspondent shall care for the proper cleanliness and maintenance of the College campus, buildings and equipment with the help of the Bursar.
- (j) The Secretary and Correspondent shall, with the support of the Principal, supervise all staff following the guidelines laid out in the personnel policy and the prevailing labour laws of the State.
- (k) The Secretary and Correspondent shall be responsible for all fee collections on

behalf of the College.

- (l) The Secretary and Correspondent shall be the ex-officio signatory for disbursement of salary and other financial transactions.
- (m) The Secretary and Correspondent shall execute all purchases and sales for the College following the budget allocations and required procedures. He shall carry out the decisions of the Finance Committee and present a report to the Finance Committee meeting and the Governing Body meetings at least twice a year.
- (n) The Secretary and Correspondent shall ensure the deductions (Provident Fund, ESI, Income Tax, Professional Tax, etc.) and for the crediting of the same to the concerned authorities.
- (o) The Secretary and Correspondent shall ensure that all the financial records of the College are maintained as per the requirement by various statutory bodies of the Government.
- (p) The Secretary and Correspondent shall work in close collaboration with the representatives of the Founder Body / Chairman / Manager and shall report continuously on the functioning of the College.
- (q) The Secretary and Correspondent shall ensure compliances to all statutory requirements when it comes to land and property and regularly submit such documents to the Treasurer.

4.3. **Principal**

- (a) The Principal is appointed by the Founder Body, as per the existing guidelines governing the College and shall perform his / her duties in full agreement with the Founder Body / Governing Body.
- (b) The Principal shall fulfil all his responsibilities in consultation with the Secretary and Correspondent and / or other appointed authorities.
- (c) His / Her primary duty is to keep in check all the academic and non-academic activities of the College so that they are carried out to the satisfaction of the University, Guardians and Students, bearing in mind the quality that the Institution stands for.
- (d) He / She shall correspond with the affiliating University / Government on

- academic and non-academic matters and fulfil all requirements.
- (e) He / She shall keep himself / herself in touch with educational authorities and act in liaison with others.
 - (f) He / She is responsible for Associations and Committees and arrange for their regular meetings.
 - (g) He / She shall convene and preside over General Academic Staff, Academic Council and Internal Quality Assurance Cell (IQAC) meetings.
 - (h) He / She shall be responsible to bring to Governing Body all the intake of faculty and admissions to the College. He / She shall take care of the Internal Quality Assurance Cell (IQAC) as its Chairman to make sure of all its requirements.
 - (i) He / She shall appoint members to the various committees like the Library Committee, Grievance Redressal, Anti-Ragging, Safe Environment Committee and other mandatory committees and those needed for the smooth and quality functioning of the College.
 - (j) He / She shall ordinarily assign, in consultation with the Secretary and Correspondent / Director / Dean / HoDs / IQAC / Event coordinators / Academic Councils / Office Superintendent, various responsibilities as per the requirement to different members of the staff.

4.4. The Treasurer

- (a) The Treasurer shall be responsible for the administration of the goods of the College as well as supervise all financial transactions and accounting.
- (b) The Treasurer shall ensure that all records are kept diligently and guarantee timely submission of the reports to the Government and other statutory bodies.
- (c) The Treasurer shall follow up with the Secretary and Correspondent regularly and timely compliance to various Constitutional provisions regarding financial transactions for the staff and other financial transactions.
- (d) The Treasurer shall, in consultation with the Manager and the Secretary and Correspondent, arrange for the annual budget and annual audit by external auditors and the Quarterly / Half Yearly Internal Audit.
- (e) The Treasurer shall hold in safe custody all the original land documents,

agreements and documents proving various statutory compliances.

4.5. Other Members in Authority

4.3.1 Assistant Secretary and Correspondent

- (a) The Assistant Secretary and Correspondent works in close collaboration with the Secretary and Correspondent.
- (b) The Assistant Secretary and Correspondent helps to supervise and carry out the decisions of the Founder Body and Governing Body in the concerned campus.
- (c) The Assistant Secretary and Correspondent shall assist the Secretary and Correspondent in the appointment, promotion and detention of the Support Staff in the concerned campus.
- (d) Upon delegation, the Assistant Secretary and Correspondent shall carry out all the activities of the Secretary and Correspondent in his absence.
- (e) He shall share the above-mentioned responsibility in understanding with the Secretary and Correspondent, as and when required for the smooth, efficient and effective functioning of the College.

4.3.2 Director:

- (a) The Director(s) shall be appointed by the Founder Body of the College, as per the requirement for the quality functioning and enhancement of the services of the College.
- (b) S/he shall ordinarily assist the Principal / Secretary and Correspondent in matters of appointments of staff members, ensuring quality in different aspects on the functioning of the College.
- (c) Separate directors may be appointed for academics, research, administration, etc.
- (d) S/he shall assist the Principal in ensuring quality academic transactions and organisation of academic and co-curricular and non-academic activities in and outside the College and supervise the administration of the College.
- (e) Specific roles may be defined at the times of appointment.

4.3.3 Dean:

- (a) The Founder Body shall be appoint Dean(s), as per the requirement for the quality

functioning and enhancement of the academic services of the College.

- (b) The Dean(s) shall take care of the overall academic and disciplinary areas of the College / Cluster of Departments with the collaboration of the HoDs under the direction of the Principal.
- (c) S/he shall work closely in collaboration with the Principal / Vice Principal.
- (d) The Dean(s) will see about coherence and smooth functioning of all the academic activities of the College, keeping with the vision and mission of the College.

4.3.4 Vice-Principal: The Vice-Principal shall take the place of the Principal in his absence and shall be the official nominee for all official academic matters. Ordinarily, s/he has the following functions:

- (a) S/he shall coordinate the academic activities of the College on a regular basis.
- (b) S/he shall prepare and present the College calendar to the Governing Body, the Principal, for approval.
- (c) S/he shall keep himself / herself well informed of examination requirements, educational progress and creative models of teaching and evaluation and support all the teaching staff for quality transaction of academics in the College.
- (d) S/he shall be responsible for supervising the maintenance of all College records.
- (e) S/he shall follow up with the regularity and work culture of the students and faculty members.
- (f) S/he shall give monthly reports to the Principal and the Secretary and Correspondent regarding the various curricular and co-curricular activities of the College.
- (g) S/he shall work in close collaboration with the Principal / Secretary and Correspondent to uphold unity in congruency in the various practices in the College.
- (h) S/he shall follow up the programmes planned in the Handbook and Calendar.
- (i) For all the activities of an external nature such as inter-college activities, university matters, s/he shall follow the directions given by the Principal.
- (j) S/he shall convene ordinary meetings (departmental and section of the teaching

and non-teaching), after permission from / consultation / discussion with the Principal, for smooth and regular performance of staff and students.

- (k) In matters of serious disciplinary measures, s/he shall follow the direction given by the Principal / Secretary and Correspondent.

4.3.5 Head of Department:

- (a) The Head of the Department shall be appointed by the Governing Body of the College, on the proposal by a Committee consisting of the Manager(s), Secretary and Correspondent, the Principal, Director(s), Dean, Vice Principal and IQAC Coordinator and shall be responsible for the classes, the Teachers and activities under her / his charge.
- (b) The Head of the Department shall be responsible for all academic and other activities of the department.
- (c) All ordinary disciplinary matters in his or her department are to be dealt with by him / her in coordination with the faculty members of the department.
- (d) S/he will conduct periodic tests and examinations under the direction of the Principal / Director / Dean / Vice-Principal.
- (e) In understanding with the Principal / Director / Dean / Vice-Principal, s/he may convene meetings of the Teachers of her / his department as and when need arises.
- (f) All academic and other activities are to be undertaken through consensus after detailed discussion in the departmental meeting and procuring the approval of the Principal / Director / Dean / Vice-Principal.
- (g) The Parents and Guardians shall be contacted to give them an account of their Ward's academic / College performance.
- (h) S/he follows up the mentoring role of the students in the department and distributes works and duties to the other faculty members of the department.
- (i) S/he coordinates the academic semesterization and related exam duties.
- (j) S/he prepares documentations relating the students and all activities in the department.
- (k) S/he plans, raises resources, organizes conferences, seminars, workshops and

other academic activities in consultation with the Principal / Director / Dean / Vice-Principal.

- (l) S/he collaborates with other Heads of Departments for the common programmes of the College.
- (m) S/he looks after the departmental library and ensures access to study materials and resources. S/he shall give timely updates on syllabus, Handbook & Calendar and quarterly report to the Principal / Director / Dean / Vice-Principal.
- (n) S/he takes charge of the assets in the department and those of the College and ensures effective use and safe custody of the same.

4.3.6 IQAC Coordinator:

- (a) The IQAC Coordinator shall be appointed by the Governing Body of the College, on the proposal by a Committee consisting of the Secretary and Correspondent, the Principal, Director, Dean and Vice Principal and shall be responsible for leading the quality aspects of the College.
- (b) The Internal Quality Assurance Cell shall have an office and the Coordinator shall function in collaboration with the Principal, who is the chairman of the Internal Quality Assurance Cell (IQAC).
- (c) S/he shall organise various audits (internal and external) to maintain quality in all the departments with their different activities.
- (d) The Coordinator, with the collaboration of members, shall ensure to monitor all activities and document the records in the Office of the Internal Quality Assurance Cell (IQAC).
- (e) The Coordinator shall follow up on all the evaluations conducted in the Institution for academic or non-academic activities.
- (f) The Coordinator shall make continuous efforts and organise activities to improve the quality of service offered in the Institution.
- (g) Regular meetings of Internal Quality Assurance Cell (IQAC) are to be organised by the Coordinator ensuring the presence of all the members.
- (h) The Coordinator shall be responsible for all NAAC related compliances.

4.3.7 Librarian(s):

- (a) The Librarian(s) shall follow up the library norms to make sure that the library becomes a student-friendly and faculty-friendly place for learning.
- (b) S/he shall ensure to maintain the decorum and the rules of the Library and the Digital Library at all times and shall look after the assets of the College in the Library.
- (c) All the book / journal orders are to be placed through the Librarian(s) and s/he will see that the ordered books have arrived, are catalogued and are stacked.
- (d) S/he shall follow up Departmental libraries and records.
- (e) S/he shall carry out the yearly stock verification.
- (f) S/he shall maintain the digitisation of all records and updating of software in consultation with Secretary and Correspondent / Principal / Director / Dean / Vice Principal.
- (g) S/he shall provide quarterly / half yearly feedback to the Secretary and Correspondent / Principal / Director / Dean / Vice Principal.

4.3.8 Office Superintendent:

- (a) The Founder Body shall appoint an Office Superintendent (OS) for the smooth administration of the College.
- (b) S/he shall supervise the office and accounts staff and guarantee timely completion of tasks.
- (c) S/he shall be the custodian of all staff / student records and profile and timely services to the staff and students.
- (d) S/he shall be responsible for the official email of the College and matters of importance are immediately brought to the notice of the Secretary and Correspondent / Principal / Director / Dean / Vice Principal / Heads of Departments / IQAC Coordinator and other officials of the College.
- (e) S/he shall function in continuous collaboration with the Secretary and Correspondent / Principal / Director / Dean / Vice Principal / Heads of Departments / IQAC Coordinator and other officials of the College to ensure administrative effectiveness.

- (f) S/he shall maintain the decorum in the College office and shall ensure to provide timely and best of administrative services to the students, parents / guardians and general public.
- (g) S/he shall be responsible for all compliance of various statutory requirements that the College is obliged to.
- (h) S/he shall prepare and present documents to the Government / affiliating University / other agencies in compliance to various requirements.
- (i) S/he shall keep records and assets of the College in safe custody maintaining the required confidentiality.

4.3.9 Public Relations Officer:

- (a) The Founder Body shall appoint a Public Relations Officer (PRO) for the College and s/he shall ensure that the image of the College is maintained and enhanced from time to time.
- (b) S/he shall act as the liaison officer between the College and the general public with regard to the quality enhancement of the College.
- (c) S/he shall provide quality feedback on the various academic and co-academic activities in the College.
- (d) S/he shall ensure to meet people and learn their grievances and take up with the appropriate authorities in the College for redressal.
- (e) S/he shall advertise the College on a continuous basis to keep the public aware of the courses offered, quality aspects and services of the College. S/he shall keep collect all records of publications of College, news and advertisements.
- (f) S/he shall keep records of the College in safe custody maintaining the required confidentiality.
- (g) S/he shall report regularly to the Secretary and Correspondent / Principal / Director / Dean / Vice Principal.

4.3.10 Campus Care Manager:

- (a) The Founder Body shall appoint a Campus Care Manager (CCM) for the College and s/he shall be responsible for the support services for the quality functioning of College.

- (b) S/he shall function under the direction of the Secretary and Correspondent / the Assistant Secretary and Correspondent / Principal / Vice Principal and shall report regularly to them.
- (c) S/he shall manage and direct the support staff (Grade IV), electrician, plumber, drivers, watchmen, gardeners and others who are the staff to ensure quality support services to the College.
- (d) S/he shall be responsible for the procurements and purchases and for keeping the records of stock and usage.
- (e) S/he shall look after the safety of all the assets of the College. S/he needs to undertake regular audit of all equipments and fittings to ensure the College follows safety norms.
- (f) S/he is to ensure the maintenance of different stock records by concerned persons and produce the same from time to time to the Secretary and Correspondent / Principal.

5. EMPLOYEES' STATUS AND CLASSIFICATION

All the employees of the Institution need to have undergone an orientation programme to be aware of the Institutional culture which is very unique, being an Institution established and run by the Syro Malabar Diocese of Thuckalay. The employees need to attend orientation programmes preferably prior to their permanent appointment. These courses may be organized in-house or elsewhere by the Founder Body. This will consist of knowing a brief history of the Founder Body, the College and its Vision and Mission and knowledge of System of Education and general information on quality instruction systems in Higher Education by imparting knowledge that is life-oriented and market-oriented.

All the staff members are to uphold the Vision and Mission of the Institution and impart the same values to the students. The College and its surrounding shall remain a non-smoking and non-tobacco / non-alcohol / non-drug area. The Institution ensures Safe Environment for all stakeholders and all who enter into the campus taking care to protect everyone from any sort of harm, physical or mental. Anyone found deviating from the same may be terminated from his / her services.

5.1. Temporary / Part-time Employees on contract

- 5.1.1 A Temporary Employee is one who is appointed for a limited period of time for a post which is temporary in nature. They may be part-time teaching / non-teaching staff.
- 5.1.2 The job description for this category will be the same as for similar posts in the category of employees in which s/he is, unless otherwise specified, in the letter of appointment.
- 5.1.3 Temporary employees may not be entitled to regular monthly salaries and allowances as applicable to the employees. In the case of teaching staff, they shall be remunerated as per the number of lectures undertaken or the minimum salary as per the terms of appointment. An agreement shall be made prior to their engagement in the Institution and upon entering such agreement and employment, the said employees shall be bound by the terms thereof and also this policy.
- 5.1.4 They will not be entitled to leave benefits except those days in which the College has an official holiday. Any leave taken by them will be adjusted with their monthly remuneration (30 days divided by the contract amount).
- 5.1.5 Those in the contract may join the College on probation if the management finds him / her fit for the Institution with a fresh application for appointment.
- 5.1.6 Ordinarily, the contract is for 11 months. However, specified projects / purpose can have contracts for the duration of the project.
- 5.1.7 They will be paid a consolidated sum on a monthly basis without any other benefits as per agreement at the time of joining.

5.2. Employees on Probation

- 5.2.1 An Employee on Probation is one who is appointed for a period of time on probation to a post or vacancy that is permanent in nature.
- 5.2.2 The probation starts only if the employee is eligible for the post they are applying for, failing which he or she may continue on contract. The organisation may terminate the employees on probation either at the end of one year with one month notice or at the end of the second year with a month's notice or as per the terms of appointment.
- 5.2.3 The probation period is normally one year. The Governing Body may extend this period for another year with stated reasons. Notice of extension of probation /

termination will be given to the employee in writing, one month before the end of the probationary period. However, the employee cannot take for granted the continuity / confirmation of service unless and until it is given in writing by the Secretary and Correspondent on behalf of the Governing Body.

5.2.4 All probationary employees shall enjoy only medical leave and casual leave benefits and any other compulsory calendar leave.

5.3. **Permanent Employees**

5.3.1 A Permanent Employee is one who is confirmed as a permanent employee after satisfactory completion of the probationary period.

5.3.2 This confirmation is to be done in writing. A formal agreement is to be drawn up between the College, represented by the Secretary and Correspondent on behalf of the Governing Body and the employee concerned.

5.3.3 The acceptance of the agreement constitutes also an acceptance of the philosophy and objectives of the College along with its personnel policy and service conditions.

5.3.4 All conditions and benefits listed in this policy are primarily applicable to the permanent employees unless their nature indicates otherwise.

5.3.5 A permanent employee may be asked to discontinue his / her service as per the terms of appointment as a permanent employee of the Institution.

5.3.6 As the employee is free to leave the institution as per conditions mentioned above the Institution is free to terminate an employee following the above clause.

5.3.7 Regular performance assessment will be made for every employee. Poor performance can lead to termination as their primary task is to take care of students' welfare and progress.

5.3.8 All the publication activities of the employee will be monitored by the research and publication committee of the College. The employees are required to update the authorities on all publication activities, prior and post publication.

5.4. **Substitute Employees**

5.4.1 Substitute employees are those engaged in place of other employees for a particular period of time.

5.4.2 The payment will be calculated according to the category and qualification of the

employee and a lump sum will be paid according to the number of days the employee has worked or the lectures undertaken in case of teaching staff.

5.4.3 All dues will be paid on the last day of work or at the time of payment of salaries.

5.4.4 They will not be part of College activities except taking the allotted classes and participating in the daily academic and activities within the College. Any other activity with details of hours and payment will be offered as and when needed.

5.5. Superannuation Collaborators

5.5.1 Any person who has retired from different fields may join the College as per their specialisations.

5.5.2 They will be offered a consolidated sum as an honorarium on a weekly / monthly / annual basis or as per agreement / annual renewal of the contract.

5.5.3 They do not come under the purview of regular employees.

5.5.4 The regular procedures of application, submission of documents / credentials and appointment will be followed.

5.5.5 They may leave the Institution on their personal reasons at any time / the Institution may ask them to discontinue their services at any time. Either party is not bound to give reasons nor pay any compensation or the terms of appointment need to be adhered to, depending on the category of the employee.

5.6. Special Appointments:

The College may make a special appointment for candidates awaiting the minimum required qualification in the concerned subject / department for a particular period of time, with certain conditions. In the event the candidate failing to get the minimum required qualification within the stipulated time, the said appointment shall stand terminated, without any mandatory notice period from the part of the College. However, if the employee leaves on his / her own, s/he will have to fulfill the terms of appointment.

6. CATEGORIES OF STAFF

6.1. Academic Staff

6.1.1 The Academic staffs include all the faculty members involved in teaching including the Librarian and faculty in-charge of physical education. This will also include

lecturers / professors who may be not qualified as special appointments for a restricted period of time.

- 6.1.2 The faculty members shall work for 6 days having 90 instruction days in a semester and other working days as per the requirement in the College. The faculty needs to be present in the College from 9:00 AM to 4:30 PM all working days.
- 6.1.3 The Faculty in the different departments shall prepare the students for the examinations prescribed by the affiliating authority, according to the prescribed syllabus. They shall follow the rules and regulations of the respective departments regarding curriculum, working hours / days and holidays.
- 6.1.4 Besides professional competence and effective classroom management, the faculty is expected to be an example to the students by his / her life, in keeping with the ideals of the system of education promoted by the Syro Malabar Diocese of Thuckalay. S/he shall constantly update with reading material and other resources.
- 6.1.5 Faculty members will show great diligence in the preparation of their class, in the delivery of the lessons, and the correction of assignments given.
- 6.1.6 They will be responsible for the setting of question-papers and the custody and marking of answer scripts, with great diligence.
- 6.1.7 They will be responsible for the proper keeping of the necessary records of the attendance of students and their progress. The matter shall be reported to the students and their guardians on a regular basis.
- 6.1.8 Faculty members are expected to take part in the co-curricular and other educational activities of the students by encouraging them and guiding them.
- 6.1.9 They are required to attend meetings, seminars, up-dating courses or in-service training organised by the College or for which they are nominated by the College to attend in any other institution.
- 6.1.10 They may be asked to be present even on non-working days or in other Colleges in connection with College-related activities or to accompany the students.
- 6.1.11 A faculty shall not take private tuition for the students of the same College. If anyone is found to be a defaulter, he / she may be terminated from service.
- 6.1.12 Faculty members should always uphold the name, ethos and esteem of the College

and of his / her colleagues. They are bound by confidentiality and secrecy on matters concerning the College and its members.

6.1.13 On days marked compulsory attendance for seminars, workshops, faculty development programme or any other programmes of the College, the absence will lead to a deduction in remuneration. An exception can be made in case of medical ill-health of the faculty and the same is informed with proper supporting documents.

6.1.14 Designation of the Academic Staff shall be as provided by the UGC. The current designations are:

- (a) Professor
- (b) Associate Professor
- (c) Assistant Professor

6.2. Office and Clerical Staff

6.2.1 Office and clerical staff have the responsibility of taking care of all the documentation, correspondence and public relation related activities. They are expected to maintain the image of the College in their dealings with the teachers, students and people visiting the College.

6.2.2 They need to be cordial and available to students, faculty members, parents and all those who are in any way associated with the institution.

6.2.3 They are duty-bound to respect confidentiality and not to give any information they possess to any unauthorised person, inside or outside the College. Any infringement in this matter, if proved, shall call for the dismissal of the person concerned.

6.2.4 The staff members need to go beyond office hours during examinations, admissions and other college activities.

6.2.5 They are eligible for leave on Sunday/one day per week, 12 casual leaves which need prior approval and 15 medical leaves. Any leave beyond the leave will be with deduction of pay.

6.2.6 On a regular basis, the working hours shall be from 9:00 AM to 5:00 PM with a lunch break. It is working for office staff, even when academic holidays are declared for faculty and students.

6.3. Supportive Staff (Non-Academic Staff)

6.3.1 These include accompanist, library and laboratory attendants, drivers, gardeners, peons, sweepers and other maintenance personnel. They form an integral part of the College and contribute towards the efficiency of the College-work by their regular, quality and watchful service.

6.3.2 They will be bound by the general rules and the ones stated in 6.2.

7. APPOINTMENT

7.1. The appointing authority for all categories of employees is the Secretary and Correspondent, on behalf of the Governing Body.

7.2. No one may consider himself / herself as an employee of the College unless s/he has been issued the appointment letter duly signed by the Secretary and Correspondent.

7.3. The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.

7.4. Besides one's own application, the applicant must fill in forms supplied by the College with all the details that apply to him / her. The person is duty-bound to inform details of prior engagement and submit the needed clearances.

7.5. If the particulars given in the application are found to be false, the appointment may be declared invalid.

7.6. The date of birth recorded on the application form and supported by a proper certificate (Birth Certificate, Education Board's, and College Leaving Certificate) cannot be altered and no affidavit will be accepted.

7.7. A change of address, telephone / mobile number or other particulars must be intimated. If the change of address is not intimated, any communication sent in the given address will be considered sufficient as notice.

7.8. Once appointed to the College, a permanent employee or an employee on probation cannot hold or take up another job without the knowledge of the College Authorities. The College encourages PhD and/or further studies. An application for such studies is to be submitted to the appointing authority.

7.9. An employee of the College cannot use College address or telephone numbers or the status of being a College staff for any business purposes or contacts other than what is

relating to the College.

8. WORK CULTURE

The work culture shall be cultivated by the spirit of the Catholic Church as directed and guided by the Founder Body. It shall be the guiding principle in all personal and professional relationships with students. The staff members shall make a genuine effort to maintain a friendly rapport with students. All the activities shall be in an atmosphere of friendship, cordiality and warmth without affecting the quality of performance. All the faculty members are expected to be present for the assembly / prayer, to be present with their students and also to get to know the information and communications.

8.1. Job Description

- 8.1.1 Each category of employment has its own job description which is fixed by the department concerned.
- 8.1.2 The Secretary and Correspondent / Principal / Director / Dean / Vice-Principal or the Head of the Department concerned has the right to ask each one to perform duties that are in keeping with the category in which one is employed.
- 8.1.3 While no one is to be asked to do jobs not in consonance with his / her appointment a great deal of co-operation and mutual assistance is expected of all for the wellbeing of the Institution.

8.2. Working Hours

- 8.2.1 Working hours for the academic staff will be as per College hours prescribed in the College Calendar and Handbook. It is expected that every member be in the College at least 30 minutes before the beginning of academic hours and 30 minutes after the students leave the campus. In addition, the office staff are to be present in the College at least one hour after the students leave the campus and support staff need to be present at 8:00 AM on every working day and leave only after completion of all works, after duly informing the supervising officer.
- 8.2.2 Working days for all staff is Monday to Saturday.
- 8.2.3 To suit the smooth and routine running of the College, and because of the specific nature of the work, individual working hours may be fixed for certain categories of employees. These timing will be indicated in the letter of appointment or

communicated by the person-in-charge of the concerned department.

8.2.4 Use of mobile phone is not permitted during the working hours. Entering a class or any academic duty with a mobile phone is strictly not permitted. Attending to phone calls during / in the class is considered misconduct. If the phone is required to be used for any reason, prior permission is to be sought from the competent authority. Habitual non-compliance will call for disciplinary action.

8.2.5 On special days (admission, college fests, programmes, examination days and any other emergency) all staff need to complete the works as per the requirement of the occasion.

8.3. **Attendance**

8.3.1 The attendance register will be maintained for all categories of employees.

8.3.2 All categories of employees will sign the attendance register and also punch in the Biometric system provided, each day at arrival and at departure, indicating the time besides the record in the biometric system.

8.3.3 Any error in the daily attendance entries must be brought to the notice of the Principal / Director / Vice-Principal by the employee concerned on that day itself or on the following day. No claim can be entertained later.

8.3.4 The Attendance Register supported by the Bio-metric system will be the official record for all leaves taken or absence, etc.

8.3.5 All are expected to be punctual for duty; habitual late-comers can incur disciplinary action.

8.3.6 Three late arrivals or early departures in a month will be considered one day of leave. If late for any reason of college assigned work, the permission must be sought in writing from the competent Authority.

8.4. **Absence from Place of Work**

8.4.1 During the hours of work all are expected to be in their respective places of work. During the free periods, teachers are expected to be in the staff-room / cabins or in the department room or in the library, attending to their teaching / scholarly duties.

8.4.2 Any short term leaves taken for personal work during class hours will be considered in the category of early departure / half day leave as per the situation assessed by the

Competent Authority.

8.4.3 Frequent absence from place of work, or being outside the College premises during hours of work may call for disciplinary action. “frequent” here shall mean more than three instances. Once the staff member has checked-in, s/he shall not leave the campus in between without authorisation. Authorised leaving the campus shall be recorded in the movement register maintained in the College.

8.4.4 The College shall also maintain proper registers as per College rules: Daily Record of Work Book containing session plan, assessment record, work diary worked out in consultation with the respective Heads of Departments.

8.5. Search

8.5.1 No one should bring unauthorised persons or articles into the College.

8.5.2 Lockers and cupboards used by the employees may be searched if the need arises by persons authorised by the Secretary and Correspondent / Principal / Vice-Principal, in the presence of the employee. If s/he refuses to be present, it may be done in the presence of two witnesses.

8.5.3 If the situation demands, a search of bags or a personal search may be authorised to the security staff or the authorities of the College.

8.6. **Dress Code:** Faculty and Staff should dress with decorum, upholding the dignity of their vocation. Formal dress is to be worn during instruction days.

9. SALARIES AND ALLOWANCES

9.1. The College works out **College’s Own Salary** according to its particular situation and has it approved by the Founder Body.

9.2. The College is contracted with a particular staff and therefore, it has the discretion to pay the salary it is able to / deems fit.

9.3. No staff of the College has the right to make claims of additional salary based on the emoluments / allowances / facilities provided to another appointed staff in the College.

9.4. Payment of Salaries:

9.2.1 Normally salaries will be paid within the 10th day of the following month.

9.2.2 Salaries will be paid in full after authorised deductions are made, or advances are

recovered.

- 9.2.3 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. Those whose salary is above the income tax exemption limit will have to submit sufficient documents to avail of IT exemptions, failing which IT will be deducted as per the IT Act.
- 9.2.4 While fixing the remuneration of newly appointed faculty, consideration will be made for their experience provided the person's contribution is considered significant by the College Authority.
- 9.2.5 While appointing employees the salary is informed to them; everyone will have the regular increment from the time of probationary appointment, subject to the financial health of the College.
- 9.5. **Provident Fund:** Every employee on probation and permanent status 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 the College may be concerned. However, those who have the salary beyond 15,000/- or such amount so prescribed under the PF Rules need not be part of the PF; the Institution is not bound to pay the contributory share of such employees and may discontinue without notice. However, the management may contribute, at its own discretion, for the PF on the ceiling amount.
- 9.6. **ESI:** The eligible staff are provided with the ESI facilities and relevant contributions are deductible from salary.
- 9.7. **Gratuity:** Every employee who has completed 5 continuous years of service in the College may be entitled to Gratuity as per rules contained in the Gratuity Act and its amendments.
- 9.8. **Salary Statement,** if requested and required, will be issued for a month showing allowances, if any, and applicable deductions. Any clarification on the salary certificate must be sought within a week. Claims made later than 7 days will not be entertained. In case of need, on a written request made to the Secretary and Correspondent, the College will issue a salary certificate / statement showing the nature of the employment and the actual salary received by the employee.

10. LEAVE

10.1. General

- 10.1.1 Leave means, authorised absence from work.
- 10.1.2 Leave is to be sanctioned and / or authorised according to the exigencies of the proper and regular running of the College against leave application in the prescribed form. Such application cannot be allowed and / or authorised and / or sanctioned if it disturbs such proper and regular running of the College.
- 10.1.3 The Governing Body of the Institution is the competent authority to sanction any leave other than casual leave.
- 10.1.4 For the purpose of leave, the year will be the Gregorian calendar year.
- 10.1.5 Taking leave without sanction, and extending leave without sanction, are considered acts of misconduct and shall result in a deduction in salary and disciplinary action.
- 10.1.6 Leave rules are primarily applicable to the permanent employees; they may apply to employees in probation and others as specified in the letter of appointment.
- 10.1.7 A leave-register for every employee shall be maintained in the College office.
- 10.1.8 Any leave that has been properly applied for and granted by the competent authority will not cause a break in the service of the concerned staff member. The leave sanction will specify the nature and the conditions of a break in service and PF.
- 10.1.9 During examination days, leaves are not generally granted except in some extreme cases of necessity for which prior sanction must be obtained by the employee from Principal / Director / Dean / Vice-Principal with the relevant documents.

10.2. Casual Leave

- 10.2.1 All probationary and permanent employees are entitled to 12 days of casual leave.
- 10.2.2 Casual leave is not a matter of right; it has to be sanctioned prior to the day of leave. Only one staff member in each department can take the casual leave on a given day as the students will otherwise suffer. In every case, the faculty needs to make necessary adjustments to take care of the students.
- 10.2.3 Casual leave may be affixed or prefixed to any holiday or Sunday but the total period including the holiday or Sunday shall not exceed 5 days at a time. Sundays and

holidays falling within the period of casual leave shall not be counted as part of the casual leave. Casual leave shall not be affixed or prefixed to any long vacations.

10.2.4 Temporary employees / employees on contract after three months of service may get a proportionate number of days for casual leave.

10.3. Medical Leave

10.3.1 15 days of medical leave is permitted to all permanent employees during the course of the year. A medical certificate with supporting documents such as records of admission in hospital, hospital discharge summary, etc. are to accompany the leave application for such leave.

10.4. Maternity Leave

10.4.1 Female employees with a permanent appointment are entitled to maternity leave for three months with full salary and allowances, or as applicable with their membership in Employees' State Insurance Corporation (ESIC).

10.4.2 In calculating three months, calendar months are taken into account and all holidays occurring in those months are included in maternity leave.

10.4.3 Notice of maternity leave should be given at least one month prior to the leave.

10.4.4 Maternity Leave is to be taken at least two weeks prior to confinement.

10.5. Public Holidays

10.5.1 Generally all College holidays are holidays for the teaching staff while not so for non-academic staff. Teaching staff can be asked to attend special classes for students, updating courses, in-service training or other College-related activities during such holidays.

10.5.2 The non-academic staff will follow a list of holidays published annually by the College for them.

10.6. Study Leave

10.6.1 Study leave with benefits is permitted only for those with the status of permanent appointment. The staff is required to obtain permission or notify the College authorities prior to enrolment in courses for professional and academic enhancement.

10.6.2 With the prior sanction of the Governing Body, a study leave not exceeding 10 days

may be sanctioned to faculty members who are appearing for an examination to further their qualifications.

10.6.3 The same may be extended to the non-teaching staff for an examination, sanctioned by the College, which will enhance the individual's performance or general proficiency.

10.7. Special Leave

10.7.1 Special leave without pay for advanced study or foreign travel or other purposes can be permitted by the Governing Body to permanent employees who have completed at least 5 years of service in the College.

10.7.2 The maximum period of this special leave is one year and is permitted only once during their service in College.

10.7.3 These leaves (study leave and special leave) will have to be applied for, at least one month in advance and must be approved by the Governing Body.

10.7.4 Non-class days especially study leave for students or non-class days due to special situation like public strike, etc. can be availed for academic progress when the College does not have specific work assigned; however, a detailed report must be submitted on joining back and the fruit of the study will be the intellectual property of the College for its publication or academic requirement as the work is done while on duty; the person concerned gets the authorship and it may be published by the individual with due permissions from the College.

10.7.5 Attending conferences, seminars, workshops, undertaking foreign travels, taking up responsibilities / jobs of a public nature without written permission is considered misconduct.

10.7.6 A staff member on special leave shall not be entitled to increment if the same falls due at the time when s/he is enjoying the special leave.

10.7.7 Leave without pay may be sanctioned in special situations as per the request of the individual after the need and activities of the College are assessed by the Governing Body; however, making the clarifications regarding benefits of increment, EPF, ESI, gratuity, or any other shall be made at the time of applying for such leave.

10.7.8 A register for the leave account of every employee shall be maintained in the College office.

10.8. Duty Leave:

10.8.1 Duty leave of the maximum of 30 days (not including travel) in an academic year may be granted to those who have put in one year of continuous service in the institution. It is allowed for the following reasons:

- (a) Attending conferences, congresses, symposium, workshops, Orientation / Refresher Courses and seminars on behalf of the College or with the permission of the College;
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities, any other agency and so deputed by the College;
- (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the College;
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, the affiliating University and Board of Education, a sister institution, an institution on an MoU with the College or any other academic body, when so deputed by the College;
- (e) Duty leave should be given also for attending meetings in the affiliating University or where a teacher is invited to share expertise with academic bodies, government or NGO; and
- (f) For performing any other duty assigned by the College that may require such leave.

10.8.2 The duration of leave should be such as may be considered necessary by the College authority on each occasion.

10.8.3 The leave shall be granted on full pay, provided that the teacher(s) do(es) not receive remuneration for the services rendered.

11. APPLICATION FOR OTHER EMPLOYMENT OPPORTUNITIES

A permanent staff may apply for other employment opportunities, with timely information to the Secretary and Correspondent through the Principal of the College in writing with details of the post and the institution / organisation.

12. SUPERANNUATION / TERMINATION OF SERVICE

12.1 The retiring age for permanent staff (teaching and non-teaching) is the same as that

of the employees of the Government of Tamilnadu.

- 12.2 A permanent employee may resign from the service of the College by fulfilling the conditions so stated in the letter of appointment / confirmation in a particular post.
- 12.3 Governing Body may terminate the service of a permanent employee by fulfilling the conditions so stated in the letter of appointment / confirmation in a particular post.
- 12.4 A temporary or probationary employee may resign or his / her services may be terminated with one month's notice or by payment of one month's salary in lieu of such notice and / or by fulfilling the conditions so stated in the letter of appointment in a particular post.
- 12.5 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.
- 12.6 An employee may be deemed to have terminated his / her services with the College by way of voluntary abandonment of service if s/he without any intimation / or without any sanction from the Competent College authority, does not report for duty in the College for a period of fifteen (15) 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.
- 12.7 On resignation or termination, all dues to the employees, upon any recovery to be made by the College, will be cleared within a month after the resignation or termination becomes effective. This, however, does not apply to the Provident Fund, which is realised when these amounts are disbursed by the Competent Authority.
- 12.8 Permanent and probationary employees, on leaving the service of the College are entitled to a certificate of service as well as a certificate of release from duty.
- 12.9 Before leaving the service of the College, an employee shall return to the College in good order and condition, all properties or equipment including documents, papers, and files belonging to the College. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to her /

him on any account or shall be recoverable otherwise, and the employee shall be responsible for all costs and consequences thereof. The College properties such as College Identity Card, email IDs, etc. are to be surrendered as well.

12.10 If any employee is in occupation of any residential premises provided by the College, whether College-owned, arranged or leased, shall immediately upon termination of his employment with the College, 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 such circumstances by the management. The final clearances of dues shall be settled only when the matter is settled.

13. MISCONDUCT

13.1. General

13.1.1 Misconduct is a wilful action or omission on the part of an employee which goes against the objectives and interests or requirements of the College.

13.1.2 These act of commission or omission could be summed up under the following list which is illustrative and not exhaustive:

- (a) Neglect of duty by way of sleeping on duty, or lax behaviour and attitude towards time.
- (b) Want of diligence in the performance of duty, or violation of the orders of the College authority.
- (c) Irregularity in attendance, taking leave without sanction.
- (d) Insubordination
- (e) Moral delinquency affecting the discipline, moral standards and reputation of the College.
- (f) Theft or causing damage to property, fraud
- (g) Holding any meeting, distributing handbills, notices, leaflets, booklets, pamphlets, posters in the College premises without prior written permission from the College authority.
- (h) Using indecent language or making false allegations.
- (i) Unauthorised collection of money, carrying on any kind of business in the

College premises.

- (j) Coming to work in a state of drunkenness or getting drunk during the period of work; being under the influence of drugs.
- (k) Violation of confidentiality or giving information to unauthorised persons.
- (l) Non-acceptance of a College notice at the registered address of the employee.
- (m) Inflicting corporal punishment on students.
- (n) Any other act or omission that in general understanding would be detrimental to the objectives of the College.
- (o) Not submitting the regular (weekly, monthly, and bi-annual/annual) record or works and reports about students.

13.1.3 The College has the right to impose penalties or call for disciplinary action after assessing the gravity of the misconduct.

13.2. Penalties

13.2.1 Minor penalties may include Censure, or Recovery of damage or loss incurred by the College from the individual, or Suspension from duty without pay for a period not exceeding seven days.

13.2.2 Major penalties may consist of (a) Withholding of increment (b) Compulsory termination of service (c) Dismissal. The application of the above penalties shall be decided by the Competent Authority.

13.3. Disciplinary Authorities

13.3.1 The Secretary and Correspondent, on behalf of the Governing Body, shall be the Disciplinary Authority in respect of all acts of misconduct which warrant only minor penalties as defined above. He shall refer to all actions proposed to be taken, to the Governing Body, and the Governing Body shall advise the Secretary and Correspondent as to the action to be taken against the delinquent staff / faculty member.

13.3.2 The Secretary and Correspondent shall appoint a 5 member Disciplinary Committee consisting of Principal / Director / Dean / Vice-Principal / HoD / teaching staff / Non-teaching staff and a Female Faculty Member in respect of all cases of misconduct, which warrant the imposition of a major penalty as defined above. The

Disciplinary Committee shall act also through the Grievance Redressal Cell in ordinary and extraordinary matters of complaints concerning the staff. The Grievance Redressal Cell consists of the Secretary and Correspondent / Principal / 2 senior lay staff, one being a lady, and a nominee of the Founder Body, according to the nature of the complaint.

13.3.3 The Founder Body shall be the Appellate Tribunal in respect of all cases where a major penalty is sought to be imposed against a member of the staff. The Founder Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and confirm, modify or set aside any decision of the Governing Body. In which case:

13.3.4 The Founder Body shall appoint an Investigative Team consisting of:

- (a) One representative of the Governing Body.
- (b) One representative of the aggrieved staff member.
- (c) One person not connected with either of the two above mentioned categories of whom one shall be a lady member, to be appointed by the Founder Body, who will also act as Chairman of the Investigative Team. The decision of the Investigative Team will be considered by the Founder Body by vote and shall be final in regard to the imposition of major penalties.

13.4. Procedure for Imposing Minor Penalties

13.4.1 No order imposing any of the minor penalties specified above shall be imposed except after:

- (a) The staff member has been informed in writing by the Secretary and Correspondent of the College of the action proposed to be taken against him / her. The letter to be sent by the Secretary and Correspondent of the College will be accompanied by allegations on the basis of which action is proposed to be taken. The concerned staff member will have to make his / her representation to the Secretary and Correspondent of the College against the action proposed to be taken, within one week from the date of receipt of the notice and s/he shall also intimate as to whether s/he wishes to be personally heard in respect of the allegations against him / her.
- (b) The Secretary and Correspondent has considered the representation, if any, of

the concerned member of the staff, and has granted him / her a hearing, if so desired.

(c) The Secretary and Correspondent has, thereafter, submitted a report to the Governing Body.

13.4.2 The Governing Body shall consider the report submitted by the Secretary and Correspondent in connection with the case, and shall advise him concerning the penalty proposed to be imposed on the concerned member of the staff.

13.4.3 The Secretary and Correspondent shall proceed to impose such penalty as he may be advised by the Governing Body. The staff member thus penalised, however, is free to appeal to the Founder Body as provided earlier. The decision of the Governing Body shall be final with respect to Minor Penalties.

13.5. Procedure for Imposing Major Penalties

13.5.1 No order imposing on a staff / employee any of the major penalties specified herein except after holding an enquiry in the manner hereby prescribed.

13.5.2 The Secretary and Correspondent shall submit a report to the Governing Body in case of serious misconduct by a member of the faculty / staff / employee which may warrant the imposition of a major penalty or penalties, specified above. On consideration of the said report, the Governing Body may direct the Secretary and Correspondent to issue a charge-sheet to the concerned member of the staff / employee. In such a case, the Governing Body shall appoint an Investigation Team to conduct the enquiry against the delinquent.

13.5.3 The staff / employee shall be supplied with a copy of the charge-sheet or / and charges together with a statement of the allegation on which they are based.

13.5.4 S/he will be required to submit to the Secretary and Correspondent of the Governing Body within seven days of the receipt of the charges and allegations, a written statement in his / her defence and also state whether s/he desires to be heard in person.

13.5.5 The Investigation Team will conduct the Enquiry considering the charge-sheet and written statement of the staff / employee, if any, and giving him / her a hearing if so desired.

13.5.6 The Investigation Team will prepare a Report on the Enquiry with their findings on

each of the charges together with reasons and he / she will send the Report to the Secretary and Correspondent of the Governing Body.

13.5.7 The Governing Body will be at liberty to either accept or reject the Report and may order a fresh Enquiry on either the full or partial aspect of the charges.

13.5.8 The Governing Body will take steps as are considered fit and proper on the basis of the findings of the Investigation Team. If a penalty is to be imposed, the staff / employee may be called upon by the Governing Body to show cause within 10 days concerning the quantum of the penalty.

13.5.9 On receiving the cause shown, if any, or after 10 days from the second show-cause notice served to the concerned staff / employee, the Governing Body will proceed to impose such penalties, as it thinks fit. The staff / employee thus penalised may, however, prefer an appeal against such order of penalty in the manner provided below. During this process, if the act was a public scandal, the defaulter may be kept under suspension from duties.

13.6. Appeal

13.6.1 Appellate Tribunal - Founder Body

(a) A Staff / Faculty / Employee against whom an order proposing to impose any of the penalties referred to above has been passed may prefer an appeal to the Founder Body within 15 days of the date of the receipt of such order. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if an appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.

(b) After considering all aspects of the case, including the submission made by the concerned staff member, the Governing Body and the Investigation Team, the Founder Body as the Final Appellate Tribunal shall pass such orders as it thinks fit and proper and its decision shall be final.

13.7. Bar on Representation by Legal Practitioners

13.7.1 No legal practitioner shall be allowed to represent either a staff / faculty / employee in the disciplinary and appellate proceedings as described above.

13.7.2 The representation shall be made by the person concerned and the authorized representative of the Governing Body.

13.8. Suspension

13.8.1 The Secretary and Correspondent of the College may, in cases involving gross misconduct, indiscipline or negligence of duties, place a staff / employee under suspension pending further action by the Governing Body and the same must confirm or annul the action taken by the Secretary and Correspondent within 15 days.

13.8.2 The Secretary and Correspondent of the College, on the instruction of the Governing Body, shall place a staff / employee of the College under suspension in the following cases:

- (a) Where an Enquiry against him / her is contemplated or where such an Enquiry is pending.
- (b) Or, where a case against him / her in respect of any criminal offence involving turpitude is under investigation or on trial.
- (c) Any form of publicity that goes against the institution in media or in any other mode.
- (d) Any injury done to students: physical, moral or emotional.
- (e) Such suspension as provided here shall not be construed as a penalty as indicated elsewhere in this document.

13.8.3 A staff / faculty / employee placed under suspension shall be entitled to receive from the College a monthly subsistence allowance in the following manner:

- (a) During the first two months of the period of suspension at the rate of fifty per cent of his / her total emoluments.
- (b) If there is a delay on the part of Governing Body beyond two months in arriving at a decision, the subsistence allowance will continue to be paid at the rate of seventy-five per cent of his / her total emoluments until the Governing Body of the College communicates its decision to the staff / employee concerned.
- (c) If the member takes up any other paid employment during the period of suspension, s/he shall not be entitled to any subsistence allowance for the period he / she is thus otherwise employed.
- (d) If the staff / faculty / employee is exonerated from all charges, all arrears of pay and allowances will be paid to him / her for the total period of suspension, after adjustment of the subsistence allowance paid.

13.9. Grievances

13.9.1 A grievance is a genuine complaint an employee may have against the College with regard to the work or benefits due to him / her.

13.9.2 A grievance is to be presented in writing to the Grievance Redressal Cell; if the matter needs further consideration, the same shall be forwarded to the Governing Body who will recommend the action to be taken.

13.9.3 If the action proposed or taken is not satisfactory to the aggrieved employee an appeal may be made by him / her to the Founder Body.

13.9.4 The Founder Body shall appoint a committee with due legal consultations and the decision of the Body shall be binding to settle the matter.

14 Amendment:

14.1 The Governing Body reserves the right to add, alter or amend any of the above rules as and when necessary. The proposal for amendment may be submitted in writing by a member of the Governing Body to the Secretary and Correspondent of the Governing Body at least 3 months before the meeting of the Governing Body.

14.2 All such amendments so decided by the Governing Body shall be submitted by the Secretary and Correspondent to the Founder Body for the final approval and implementation.

CONCLUSION

This Personnel Policy is approved by the Founder Body, Syro Malabar Diocese of Thuckalay, which reserves to itself the right to amend, add to it or delete any clause included in it. From time to time, the Governing Body will discuss the working of this policy and recommend modifications to the Founder Body. Ordinarily the Manger / Secretary and Correspondent / Assistant Secretary and Correspondent / Principal and or any other appointed authority are the interpreters of this policy. They may, if necessary, suspend the operation of any particular clause, but must give a written explanation to the Governing Body for their action. Their order will become operative unless the Governing Body overrules it. The Founder Body in its annual inspection assesses the practical impact of the policy and may make an amendment as and when needed. A copy of this policy will be available on the College website (www.stalphonsa.edu.in).



Approved by the Governing Body of the College on July 15, 2017