



TERESIAN COLLEGE

(Affiliated to University of Mysore, Accredited by NAAC with 'A' Grade CGPA of 3.19 –III Cycle)



HANDBOOK ON CODE OF CONDUCT

No.1824, Bannur Road, Siddharthanagar, Mysuru-570011

Ph.no: 0821-2471316, Mob: 7349376992

www.teresiancollege.ac.in

CONTENTS

PART 1: PREFACE	04
1.1 Origin	
1.2 Vision	
1.3 Mission	
1.4 Nature of the Institution	
1.5 Minority Status	
1.6 Definitions	
1.7 Non-negotiables	
PART 2: GENERAL SERVICE RULES	09
2.1 Service Rules	
2.2 Service Register	
2.3 Salary	
2.4 Benefits and Other privileges	
2.5 Gratuity	
2.6 Retirement	
PART 3: LEAVE POLICIES	11
3.1 Leave Policy	
3.2 Casual Leave	
3.3 Annual Leave	
3.4 Maternity Leave	
3.5 Extraordinary Leave	
3.6 Leave without Salary	
3.7 Termination and Resignation	
3.8 Working Hours and Attendance	
PART 4: DISCIPLINARY AUTHORITIES	14
4.1 Disciplinary Action	
4.2 Minor Misconduct	
4.3 Penalties for Minor Misconduct	
4.4 Major Misconduct	
4.5 Penalties for Major Misconduct	
4.6 Procedures for Imposing Penalties	
PART 5: HEAD OF THE INSTITUTION / PRINCIPAL	16
5.1 Secretary / Administrator / Manager / Director	
PART 6: GENERAL RULES OF SERVICE FOR APPOINTMENT	17
6.1 Rules for Appointments	
6.2 Appointment Policy	
6.3 Manner of Payment of Salary	
6.4 Leave Entitlements	
6.5 Qualification/Disqualification	
6.6 Reportable Conduct	
6.7 Limitations to Reportable Conduct	
6.8 Commencement of Contract	
6.9 Termination of employment	

PART 7: CODE OF CONDUCT FOR TEACHING STAFF	21
7.1 Directions to Staff	
7.2 Code of Conduct for Teachers	
PART 8: CODE OF CONDUCT FOR STUDENTS	24
8.1 General Rules for Students	
8.2 Student’s undertaking	
8.3 Important Rules for Students	
8.4 Attendance	
8.5 Issue of Certificates	
PART 9: CODE OF CONDUCT FOR NON-TEACHING STAFF	27
9.1 Office Superintendent	
9.2 First Division Clerk	
9.3 Second Division Clerk	
9.4 Typist	
9.5 Library Assistant	
9.6 Peon / Attender	
PART 10: LIBRARY RULES	28
10.1. Code of Conduct	
10.2. Library Committee	
10.3 Library Code of Conduct	
PART 11: GUIDELINES FOR PARENTS / GUARDIANS	30
PART 12: COLLEGE COUNSELOR	31
PART 13: LAW AND ORDER COMMITTEE	32

PART 1: PREFACE

This Hand book is designed for those who seek a comprehensive overview of the Institution. In this Hand book, readers will find a broad and general guideline of the Institution.

The objectives of this hand book are to provide the reader with an overview and general understanding of (1) Origin, vision and mission of the institution, (2) The role and function of administration and staff, (3) general service rules (4) non-teaching staff role (5) library services and ethical guidelines.

We will find this hand book to be an appropriate introduction of general service rules. Part 1 of this hand book provides the staff and stakeholder with the origin, vision and mission of the institution. This Part is followed by part which gives details of leave policy. For example Part 4 focuses on disciplinary authorities followed by Part 5 that discuss the head of the authority. Part 7 and Part 8 gives the details of code of conduct for the teachers and for the students. Whereas, Part 10 discusses the library and information code of conduct.

1.1 ORIGIN

Mother Teresa of St. Rose of Lima (Grace D’Lima), the Foundress, of the Institute of the Carmelite Sisters of St. Teresa (CSST) was born on 29th January, 1858 at George Town Chennai. At the age of 21 she was called to Alleppey to administer and take care of an English Medium School there. In no time, the Headmistress won the hearts of the students and parents by her pleasing personality, professionalism and efficiency. Under her able administration, the School made rapid progress and eventually rose to the status of a High School. During this period, the young Grace was drawn to the Carmelite way of life and in 1883, she received the religious habit and the name Sr. Teresa of St. Rose of Lima.

In 1887, Sr. Teresa was given the double mandate of founding a religious community of sisters and starting an English Medium school for girls in Ernakulam, in the erstwhile Cochin state. At the time, education of women and girls was considered unimportant in India. Mother Teresa responded in a prophetic way to the demands of the Gospel and the society. On embarking upon this heroic venture, she saw the immediate need of education for poor girls and started a Malayalam Medium School as well and led the marginalized sections to experience their true human dignity and secure their rightful place in the society, by building a ‘Civilization of Love’. Thus, the Institute of the Carmelite Sisters of St. Teresa came into existence in Ernakulam.

Mother Teresa was most uncompromising with regard to providing quality education. In December 1893, she wrote, with great prescience “the great want of this age is Education”. She spared no effort to qualify the sisters to cater to this pressing need of the youth.

Sr. Teresa, along with her sisters saw the many demanding needs of the people and plunged themselves to start new ministries – such as service for the sick, the dying, the unwed mothers, the orphans and the destitute. In a brief period of 15 years, Mother Teresa Placed the Institute on a strong foundation, boldly facing the challenges of the times.

Mother Teresa’s eventful life came to a sudden end on 12th September, 1902 in a train accident at Mangapatnam, Andhra Pradesh. Even though there is no tomb stone to mark her burial place on this earth, she lives in hundreds of Institution worldwide managed by the

Carmelite Sisters of St. Teresa – schools, colleges, technical schools, community colleges, social organisations and social action centers, centers for development and empowerment of women and children, homes for senior citizens, health care centers, hospices, palliative care centers and so on.

Education is the key to empowering the marginalized sections of the society, so that they can attain their God given dignity (cf. CBCI 2007). Education is a significant tool that helps in individual and societal transformation. This transformative process can take place only in the frame work of a suitable institutional climate. This climate is characterized by the Vision, Mission and Policies of the Institution, brought about by the mindset and the practices of the different members of the educational community (students, staff, parents and management). They see themselves as partners and stakeholders, develop a sense of belonging, accept the institution as their own and participate enthusiastically in a common endeavor. This goal-oriented climate greatly energizes all the members of the community. Therefore, our colleges and schools act as models of empowerment, justice, participation, service and solidarity, where the staff and students have a lived experience of the ‘new society’ which we envision.

1.2 VISION

Empower students through value-based, quality and integral education; to empower others, especially the socially and economically marginalized and create a ‘Civilization of Love’.

CSST Education envisages a ‘life oriented education’ that empowers the students through Humanizing and Liberative process, to be agents of transformation and development at different levels of life. Enabled and empowered, they respond positively to the concerns and conflicts inherent in today’s reality, especially those of women, children and marginalized. They in turn, exercise the freedom to be human and work for the integrity of creation. The thrust is in the light of ‘Civilization of Love’- the Kingdom of God – envisaged and promoted by the Foundress Mother Teresa of St. Rose of Lima.

1.3 MISSION

The mission of the Institution is as follows:

- To promote value based education.
- To contribute to the transformation of society by being socially conscious and socially responsible.
- To enlighten our students specially girls/women and the less privileged regarding their basic human rights.
- To promote inter-cultural and inter-religious harmony and concern for the human welfare.
- To facilitate leadership among the students enabling them to pro-actively involve themselves in social liberation.
- To provide quality, integral and vocational training and create a climate for human and educational excellence.
- To equip the staff and students with the latest information and communication technology (ICT) and make them adept at the digital world.
- To work towards gender sensitivity and equality.
- To work towards the integrity of creation and foster interconnectedness, kinship and eco-justice.

- To motivate the young to contribute to nation building through Research and Development.

1.4 NATURE OF THE INSTITUTION

Teresian College, Mysuru, is owned and administered by the Carmelite Sisters of St. Teresa, Karnataka Province. It is inspired by the teachings of Jesus Christ, whose values were love, peace, brotherhood/sisterhood, equality, joy, service, forgiveness etc...it is a Minority Institution enjoying the relevant rights and privileges guaranteed by the Constitution of India (Articles 29 and 30). As a Catholic and Carmelite Institution, it attempts to promote the holistic development of students based on the integral vision of the human person and the entire creation. The Management and Staff are faithful to the spirit of our Foundress, *Mother Teresa of St. Rose of Lima*, and work together for the common goal in shaping young people into better citizens who are worthy of God, our Nation and the World.

In our educative mission, the participation and collaboration of the Educational Community (Management, Principal, Staff, Students, Parents and Guardians) is an indispensable feature. The sense of shared responsibility and active involvement in order to achieve the common Vision and Mission of education enables us to form one family. Certain human qualities such as honesty, openness, trust, willingness to serve others, courtesy and thoughtfulness help to foster the family spirit. In this family atmosphere, each teacher will be able to exercise positive influence on the environment of the Institution, and work in harmony with others, while respecting their views and appreciating their contribution. Teachers with their beliefs and actions help students to establish right priorities, so that in all situations they are guided to live by faith in God.

In our educative endeavor we strive to mould our students to become honest, active and committed Citizens of our Nation, thus making each student responsible in building India according to the spirit of the Constitution, inculcating in them, values such as justice, equality, respect for human dignity, fraternity, unity and respect for creation, taking responsibility and sustainable use of resources.

1.5 MINORITY STATUS

The Institutions owned and managed by the Carmelite Sister of St. Teresa, come under the category of Christian Religious Minority Institutions, established and administered within the scope and ambit of the safeguards of the Articles 29 and 30 of the Indian Constitution.

As a Minority Institution, among other rights, we also enjoy:

- The right to establish and administer educational institutions of our choice.
- The right to form our own Governing Body to manage the educational institutions.
- The freedom of choice of the medium of instruction.
- The right not to be nationalised.
- The right to appoint our own headmistress/principal and teachers.
- The right to admit children belonging to our religion.
- The right to give religious instruction to our Christian children.
- The right to take reasonable fees if not aided.
- The right to have a school uniform of our choice.
- The right to admit boys or girls or to have co-education.

1.6 DEFINITIONS

In these rules, unless there is anything incompatible with the subject or context:

1.6.1 The Society of Carmelite Sisters of St. Teresa

Means the Society of Education set up by the Carmelite Sisters of St. Teresa, as per the Memorandum

1.6.2 Institution

Means Aided or Un-Aided Educational Institutions that come are comes under the control and administration of the Society of Carmelite Sisters of St. Teresa.

1.6.3 Governing Body

Means persons duly elected by the General Body of the respective Society. In the Provinces, (except for the higher educational institutions where the president is the Superior General) the Provincial Superior is the Ex-officio President and the Asst. Provincial, the Ex-officio Vice President of the Governing Body of the Societies/Trusts. Governing Body has the final and complete authority in making the decisions for the Society.

1.6.4 Local Managing Committee

Means the Committee approved by the Governing Body in accordance with the rules and regulations of the Society of the Carmelite Sisters of St. Teresa and which is responsible for the management and administration of the local institutions.

1.6.5 Head of the Institution

Means, the academic and administrative Head of the Institution, designated as Administrator/Director/Principal appointed by the President of the Governing Body of the Society and entrusted with the day-to-day administration of the Institution.

1.6.6 Director

Means one who is appointed by the Superior General/Provincial Superior and is the Ex-officio member of the Local Managing Committee.

1.6.7 Employee

Means a person in the service of the Institution as an employee whether such employment is permanent, temporary, probationary or part-time.

a. Temporary Employee

Means a person who has been employed for a limited period of time or in temporary vacancy.

b. Permanent Employee

Means one who, upon completion of the period of probation, has been confirmed on a permanent basis with a letter of confirmation.

c. Probationary Employee

Means one who is provisionally appointed by the Institution with a view to filling a permanent post, and is on trial to prove her/his fitness for holding a permanent post.

d. Part-time Employee

Means one who is employed for less than the normal period of working hours.

1.6.8 Salary

Means the basic pay with other allowances paid to the employee by the Institution.

1.7 NON-NEGOTIABLES

- The College is a Christian Minority Institution, belonging to the Society of the Carmelite Sisters of St. Teresa.
- The Head of the Institution will be appointed by the President in consultation with the members of the Governing Body of the Society.
- Selection and termination of staff members are done by the Local Managing Committee of the Institution, with the approval of the Governing Body of the Society.
- The Institution will have the right and discretion to admit students from the Catholic community in preference to non-Catholics. The Institution will have education of the underprivileged as its special option.
- Decisions concerning financial matters (salary, benefits to staff, fee structure, building, land etc.) will be approved by the Governing Body of the Society.
- Phasing out and adding to classes, changing the medium of instruction, etc. will be decided by the Governing Body of the Society in consultation with the Local Managing Committee.
- The Institution will follow the vision and mission and policies of the Institute of the Carmelite Sisters of St. Teresa.

PART 2: GENERAL SERVICE RULES

2.1 SERVICE RULES

- These rules shall be known as the CODE OF CONDUCT for the staff working in Teresian College, Mysuru.
- These rules shall come into force with effect from 1st June, 2019 and shall apply to every teaching and non-teaching employee in the service of the Institution.
- These rules supersede all former rules, agreements or understanding that may have been existing between the employee and the Institution or its Management and will come into force when communicated to the employee in writing. These shall become binding on all employees of the Institutions. The Society of the Carmelite Sisters of St. Teresa, when need arises, may amend, alter or add to these rules and bring such amendments into effect from the date they are implemented.
- It is to be noted that our Institutions are meant particularly for Christian Community. At the same time we admit students of all communities irrespective of religion, race, caste, language etc. and promote education mainly according to human values, morality and useful knowledge. Our Institutions are, therefore, Minority Educational Institutions which come within the ambit of Article 30 of the Constitution of India.

2.2 SERVICE REGISTER

In respect of every employee of the Institution, a Service Register shall be maintained by the Head of the Institution, recording all the details required by the Department and the Society. The same shall be signed by the staff member. This service book will remain with the Institution even when the staff member retires or resigns.

2.3 SALARY

2.3.1 SCALE OF PAY

- In Aided Institutions, the employee whose appointment has been approved by the Department will be paid as per the Government scale of pay, with allowances admissible for purposes of grant-in-aid, by the Government.
- Employees in our Institutions shall be paid the salary agreed upon, between the appointing authority and the employee. The scale of pay is subject to be revised from time to time.
- Allowances or benefits in addition to the basic pay, except as provided in these rules may not be claimed by an employee as a matter of rights.
- The Institution will deduct from the pay, the amount due on Income Tax and other dues legally recoverable and pay the same into the Treasury/Bank on behalf of the employees.
- The employee is entitled to the salary for which she/he signs.
- Advance payment of salary and loans are not permissible normally, except in very valid cases with the approval of the president of the Society/Director.

2.4 BENEFITS AND OTHER PRIVILEGES

- All the employees in our Aided Institutions are entitled to Pension and Gratuity from the Government. Whereas, from 2006 the Government has stopped the Pension benefit for the new appointments. In lieu of the Pension Scheme, the Government has introduced the New Pension Scheme.

- All the employees working in Teresian College are entitled to Employees Provident Fund (EPF).
- Every employee who is permanent and in full-time service and has not attained superannuation shall subscribe to the duly constituted provident fund of the Institution. The employee shall contribute 12% of her / his pay, and the management will contribute an equal amount.

2.5 GRATUITY

- The gratuity shall be paid to a management permanent employee who retires or resigns according to the rules, provided that she/he has served the Institution for a minimum period of five years.
- The amount of gratuity at the time of retirement / resignation shall be equal to half the Basic Pay and Dearness Allowance last drawn multiplied by the number of years of service.
- No gratuity shall be paid to an employee dismissed for reasons of misconduct.

2.6 RETIREMENT

- In all our Institutions, the State Government rules for retirement will be followed for the teaching and non-teaching staff.
- However, the teaching staff, who retires at the age of 60 years could be re-employed, at the discretion of the Management and Governing Body of the Society/Trust, in any one of our Colleges up to the age of 65 years, on a consolidated salary. The Management will treat the extension so granted as a fresh appointment each academic year. No benefits, other than casual leave, will be given during the period of extension.

PART 3: LEAVE POLICIES

3.1 LEAVE POLICY

- Leave means authorised absence. Leave cannot be claimed as a matter of right. Discretion is reserved to the concerned authority empowered to grant leave, to refuse or to revoke leave at any time according to the exigencies of the work in the institution.
- The teaching staff shall be treated as vacation employees while the Principal, Clerk, Librarian, Attenders and Peons shall be treated as non-vacation employees.
- It is the Head of the Institution who sanctions casual leave. The Manager / Correspondent / Director is the sanctioning authority for all kinds of leave of the Principals, and all leave other than casual leave of the employees recommended by the Principal (follow State Government Rules).
- The Head of the Institution shall check the attendance register of the staff, ten minutes after the opening time and make a note of the late comers. Late attendance of three successive days will be treated as casual leave of one day. Unauthorized absence for one day or one session shall entail forfeiture of salary for the period.

3.2 CASUAL LEAVE

- Employees appointed on contract / part time / temporary basis can avail casual leave as per KCSR rule 147 CL. In case they go on leave, it will be regarded as Loss of Pay.
- However, in times of necessity / emergency, granting leave is at the discretion of the Principal. This may also involve loss of pay when it exceeds the prescribed limit.
- No leave can be claimed as a matter of right.
- Casual leave cannot be prefixed and suffixed to vacation period.
- The number of day's casual leave that an employee (teaching / non-teaching) can avail will be as permitted by the Government for aided colleges.
- Leave availed of, in excess of casual leave available, shall be considered as leave without pay. A day's salary will be deducted for each such day.
- A half day's casual leave may be indicated as such in application for leave.
- Casual leave lapses if not availed of during the year, cannot be carried over to the subsequent year.
- Casual leave cannot be accumulated and cannot be combined with any other kind of leave, vacation or holidays (Easter, Summer, Christmas, Onam, Dasara, Deepavali).
- An employee can avail of five days casual leave at a time. Sundays interposed between two period of casual leave will be treated as part of the casual leave.

3.3 ANNUAL LEAVE

Every confirmed member of the Non-Teaching and Clerical Staff shall be entitled to 12 days of annual leave, 2 Restricted leave and 10 committed leave (unused committed leaves will have a carry forward system for the next year) which shall ordinarily be availed of during the Summer, Dasara, Onam, or Christmas holidays. The annual leave shall be inclusive of all Sundays and general holidays occurring during the period. The Teaching Staff who have the benefit of the vacations shall not be entitled to annual leave.

3.4 MATERNITY LEAVE

- Maternity leave with full pay may be granted to a female employee who has put in not less than one year of service, as per the State Government rules.
- In case of a miscarriage, a female employee shall be entitled to six weeks leave from the day of miscarriage, on production of a medical certificate from a reliable doctor.

- Maternity leave shall not be granted to female employees having two or more living children as per Government Rule.
- Maternity leave benefit will be availed to management permanent employees as per KCSR rule 135 not exceeding 90 days. It is discretionary power of management governing body of the college.
- Conditions:
 - a. Three years of permanent service in the institution without break.
 - b. Good Academic performance. (Results, Good score in teacher evaluation)
 - c. Good work culture in office (Non-Teaching staff)
 - d. 50% salary will be paid at the time of Maternity Leave for a period of 3 months.
 - e. Only one time throughout service.

3.5 EXTRAORDINARY LEAVE

Under extraordinary circumstances a permanent employee may be granted extraordinary leave not exceeding three months. The duration, however, shall not exceed six months, when supported by a medical certificate and two years for the purpose of pursuing studies in professional interest. An employee under extraordinary leave is not entitled to any leave salary.

3.6 LEAVE WITHOUT SALARY

In cases where leave is not available to the employee, leave on loss of pay may be sanctioned.

3.7 TERMINATION AND RESIGNATION

- The service of a probationary/temporary employee may be terminated by either party by giving a month's notice or a month's salary in lieu of the notice. However, the term of the service of the temporary employee will come to an end when the specific work for which she/he has been employed, is completed. Neither party is required to give any reason for such termination.
- Every permanent employee in our unaided Institutions who wishes to resign should give three months' written notice in advance or surrender three month's salary in lieu, thereof. Such resignation is accepted only after this condition is satisfied.

The service of temporary employees in both Aided and Unaided Institutions may be terminated:

- On grounds of ill health, if she / he is found medically unfit for duty, on production of a medical certificate by a reliable doctor.
- On grounds of insubordination, neglect of duty, misconduct, moral delinquency or any other cause or causes which make the employee unsuitable for retention in service.
- This termination is normally done after an enquiry by a competent Enquiry Committee appointed by the Governing Body of the Society for the purpose.
- In case of retrenchment, the junior most employees in the Institution shall as a rule, be retrenched with a month's notice.

3.8 WORKING HOURS AND ATTENDANCE

- All full-time teachers shall work for the stipulated number of hours per week prescribed by the Institution/Government, excluding co-curricular and extra-curricular activities and periods of substitution.

- All the teaching and non-teaching staff shall, during the period of service, work honestly and efficiently under the direction of the Head of the Institution and shall not on their own account or otherwise, directly or indirectly, carry on, or be concerned in, any trade, business or politics.
In addition to college work, the staff may be required to participate in all activities associated with the Institution.
- The full-time staff, teaching and non-teaching shall be present in the Institution during the working hours, and be on duty punctually at the appointed time and place and shall not leave the Institution before it closes for the day. The attendance register shall be signed 10 minutes before the appointed time.
- The teaching staff should be in the college at least 10 minutes before the commencement of the classes and the non-teaching staff, one hour earlier.
- The Principal, Clerks, Attenders and Peons come under non-vacation cadre and are eligible for the benefit of earned leave. Though the college is closed for vacation, the office must be kept open. The Principal should regularly verify the attendance of the office staff during the vacation.
- The teaching staff will be given their time-table by the Heads of the Institution / Department. As full time employee, every teacher is to be present in the staff room/library during the free periods.
- Free periods should be utilised for preparation of lessons, corrections of written works and other tutorial works.
- A teacher may be asked to work before or after the class hours on occasions like examinations, sports and games day, parents' day etc. she/he should also be ready to substitute an absent teacher whenever asked to do so during the free periods. No special remuneration shall be paid for any of these duties, as they are required for the smooth running and in the general interests of the student/institution.
- The Clerical Staff shall work for eight hours a day, with a recess of an hour for lunch. On Saturdays, they shall work for five hours.
- The Attenders and peons will be on duty for 8 hours, with a recess of an hour for lunch. On Saturdays, they shall work for 5 hours. The Attenders and Peons are responsible for the general cleanliness of the Institution.
- In pursuance of the general interest of the Institution, all staff members shall be required to perform duties on national holidays and other festivals in case functions are organized by the institution.
- Except on holidays, as per holiday list published by the Institution, the Teaching and Non-teaching Staff are expected to be present for duty and sign the attendance register unless otherwise informed.

3.15 DISCIPLINARY AUTHORITIES

- The Head of the Institution shall be the disciplinary authority in respect of all acts of misconduct, which in her/his opinion, warrant only minor penalty as defined herein. All actions taken by the Head of the Institution in disciplinary matters shall be subject to ratification by the Local Managing Committee.
- The Local Managing Committee shall be the disciplinary authority in respect of all acts of misconduct, which in its own opinion warrants a penalty as defined in this handbook.

PART 4: DISCIPLINARY ACTIONS

4.1 Misconduct

Misconduct is an act which is incompatible for an effective employer-employee relationship. It can be minor or major.

4.2 Minor misconduct falls under the following:

- Negligence of duty.
- Absence from work place during duty hours.
- Want of due diligence in the performance of one's duties.
- Coming late or leaving the Institution early without permission.
- Violation of orders regarding attendance.
- Unauthorised absence.
- Breach of any rules of instructions for the maintenance and running of any department.
- Use of cell phone during office hours and teaching hours.

4.3 Penalties for minor misconduct as follows:

- Censure/warning in writing.
- Fine not exceeding a day's salary.
- Suspension for a certain number of days, not exceeding seven days.
- Recovery from the pay of the employee, in whole or part of any pecuniary loss caused by negligence.

4.4 Major misconduct falls under the following:

- Willful insubordination or disobedience, whether alone or in combination with others, or working against lawful/administrative orders of the Superiors.
- Going on strike or inciting, instigating others in furtherance thereof.
- Taking bribes or giving bribes or indulging in any illegal gratification.
- Habitual late attendance.
- Drunkenness or consumption of any intoxicant or smoking in the campus, riotous, disorderly or indecent behavior in the premises of the Institution.
- Tampering with records or disclosing to any unauthorized person, any information which may come to the possession of the employee in the course of his/her work that may cause material or goodwill damage to the Institution.
- Deliberately making false statements or concealing facts when responding to any enquiry conducted by the Principal or by any other person/agency in connection with the administration of the Institution.
- Promoting anti-national or communal feeling or inciting others in furtherance thereof.
- Total disregard for cultural, ethnic, linguistic, social and religious sentiments and traditions of the place, the state and the nation.
- Indulge in or encourage any form of malpractice connected with examination/admissions in the Institution or any other institution.
- Asking for or accepting, except with the prior sanction of the Head of the Institution, any collection whether in cash or in kind in pursuance of any objective whatsoever.
- Entering into any monetary transaction with any student or parent, or exploiting one's influence for personal ends, or conducting personal matters in such a manner that one has to incur a debt beyond one's means to repay.
- Misappropriation of money and/or misuse of Institution's fund/property.

- Having immoral, illicit, or unnatural relationship with any employee or student of student of either sex within or outside the premises of the Institution.
- Divulging confidential information about a student except to those who are legitimately entitled to it.

4.5 Penalties for major misconduct as follows:

- Withholding of increments.
- Withholding of promotion.
- Compulsory termination of service before superannuation
- Dismissal.

4.6 PROCEDURES FOR IMPOSING PENALTIES

No order imposing any of the penalties specified in the clause on misconduct shall be imposed unless:

- a) The employee has been informed in writing by the Head of the Institution, of the proposed action to be taken against her/him and the allegations on which it is based and the employee is given an opportunity to make her/his representation.
- b) The Head of the Institution has considered the representation, if any, of the employee concerned, and has granted a hearing to the employee, if so desired.
- c) The Local Managing Committee has granted a hearing to the employee, has considered the report of the Head of the Institution on the case, and has concurred on the penalty to be imposed.
- d) However, the employee is free to appeal to the President of the Society.

PART 5: HEAD OF THE INSTITUTION / PRINCIPAL

- The Head of the Institution is responsible for the custody of all records pertaining to the Institution, as well as for the care of the movable and immovable properties of the Institution.
- The Head of the Institution is responsible for a well-ordered administration of the Institution, with the collaboration of the Teaching and Non-teaching Staff. It is she/he who will plan, organize and distribute the work of the staff, supervise the same and maintain a diary/log book of their performance.

5.1 SECRETARY / ADMINISTRATOR / MANAGER / DIRECTOR

The above will be the signing authority for and responsible for

- a) Periodical increment of the salary
- b) Maintenance of grant papers
- c) Leave memo for Earned leave(EL) and all other leave except Casual leave
- d) The local management
- e) The liaison between the Institution and the society.

PART 6: GENERAL RULES OF SERVICE FOR APPOINTMENTS

6.1 RULES FOR APPOINTMENTS

- The President of the Society has the right to appoint the Head of the Institution and its Correspondent/Administrator/Manager/Secretary Director. Appointment of employees both teaching and non-teaching will be made in accordance with the eligibility of prescribed qualifications and also with the rules and procedures, prescribed by the Society of the Carmelite Sisters of St. Teresa, from time to time.
- In the case of Aided Institutions, they shall also be in accordance with the rules of the Department of Education, to the extent they do not go against the rights of the Minority Educational Institutions. The appointment in Aided Institutions shall be subject to the approval of the Department, for purposes of grant-in-aid on behalf of the employees so appointed.
- Every employee whether teaching or non-teaching, shall be engaged with a letter of appointment signed by the appointing authorities. The letter of appointment shall state clearly the terms of employment and shall be accompanied by a statement of the conditions of service. No appointment shall be deemed valid contract until the letter is received and signed by the employee as token of acceptance. Service in any other institution will not be counted for the purpose of benefits, unless it is a transferable post as decided by the appointing authority.
- All employees except those appointed on temporary basis will be appointed on probation for a period of one year. For valid reasons, this period may be extended to another year or part, thereof, by the appointing authority. A letter for extension of probation will be given before the end of the probationary period. Unless a letter of permanent appointment is given to the employee, it will be deemed that her/his probation is extended for another period of 12 months. However, this period of probation shall not exceed 2 years.
- A person appointed in a permanent vacancy will be on probation for a period of one year, after which she/he will be made permanent, provided her/his work is found satisfactory. In un-aided Institutions, at the time of initial appointment, the employee should execute a bon/agreement to serve the Institution for a period of one academic year. In all our Institutions, in the event of unsatisfactory work or misconduct during the period of probation, the employee's service may be terminated after having given her/him a month's notice. Those who satisfactorily complete the period of probation will be given a letter of confirmation by the appointing authority.

6.2 APPOINTMENT POLICY

1. In all matters concerning one's employment, he / she will be responsible to the Principal / Management. However, the Principal / Management may delegate their authority and duties from time to time to a person appointed by the management. He / she is required to report to the Principal / Management or their delegate.
2. The Principal/Management will assign him / her duties, and will advise him/her of changes to him / hers' in duties, if any, from time to time. He / She's duties are prescribed in Attachment A to their letter. The Institution may change these duties from time to time.

You must:

- a. Devote the whole of his/her time during working hours in the Institution to the duties assigned there in.
- b. Serve the Institution faithfully and diligently to the best of his / her ability.

- c. Act in the Institution's best interest.
- d. Support the Institution and conduct themselves in a way which is consistent with the ethos of the Institution;
- e. Comply with all the directions of the Institution.
- f. Comply with all the rules applicable to his/her position and the duties assigned to you.
- g. Not to engage in any other employment or business without the prior written approval of the Principal / Management.
- h. Revision/Remedial coaching for the slow learners should be the highest form of his / her service to the students, next only to his/her teaching assignment.
- i. If at any time, he/she become aware of or suspect any unlawful act or omission by any staff member of the Institution, he/she must advise / inform the school authorities immediately.
- j. From time to time it may be necessary to change the conditions of his/her employment to meet the needs of the Institution. Any proposed changes may be discussed with him/her.

6.3 MANNER OF PAYMENT OF SALARY:

The management will pay his/her Salary every month on or before 3rd of each month by electronic funds transfer into his/her nominated bank after all statutory deductions.

6.4 LEAVE ENTITLEMENTS:

He / She shall be entitled to a **Casualleave of 12 days and 2 Restricted Holidays**. Any additional leave will result in deduction of a proportionate amount from his/her salary.

He / She will be required to seek leave by giving a written application of at least 2 working days. Such leave may not be granted by right. If the Institution requires his/her presence in the Institution during those days, leave may not be sanctioned or he/she can be recalled to the Institution even if the leave is sanctioned.

OOD facilities for teaching staff not exceeding 4 days in one semester and special casual leave not exceeding 30 days.

Any absence without seeking written permission will be considered as infringement of the rules of the institution.

6.5 QUALIFICATION / DISQUALIFICATION

- a. Hold a current and valid requisite qualification;
- b. Are not a Disqualified Person;
- c. Have not had any previous employment or engagement, in any capacity, terminated on the grounds or for any reasons that you were engaged in any Reportable Conduct / sex offence or any misconduct that may involve Reportable Conduct / a sex offence.
- d. Have not retired or resigned from any previous employment or engagement following allegations that you are engaged in any Reportable Conduct / sex offence or any misconduct that may involve Reportable Conduct / a sex offence.

6.6 REPORTABLE CONDUCT MEANS

- a. Any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including grooming of a child, child pornography offences or any offence involving child abuse material);
- b. Any assault, ill treatment or neglect of a child; or

- c. Any behavior that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

6.7 REPORTABLE CONDUCT DOES NOT EXTEND TO:

- a. Conduct that is reasonable for the purposes of the discipline, management or care of student, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- b. The use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace, employment procedures, or
- c. Conduct of a class or kind exempted from being reportable conduct by the Ombudsman, except where there is an alleged pattern or repeated instances of such conduct.

Note: Examples of conduct that would not constitute “reportable conduct” include (without limitation) touching a student in order to attract a student’s attention, to guide a student or to comfort a distressed student; a teacher raising his or her voice in order to attract attention or to restore order in the classroom; and conduct that is established to be accidental. If you cannot give the student protection undertaking you should not sign the acceptance of this letter of offer. You may, however, wish to speak with the Principal about this. If you give the student protection undertaking and the undertaking and warranty is not true or accurate, the Institution may terminate your employment immediately without notice under termination of employment.

6.8 COMMENCEMENT OF CONTRACT

After the commencement of this contract (by you accepting the offer set out in this letter):

- a. You must advise the Institution of any occurrence or event which would prevent you at that time from being able to give an undertaking to the effect of that set out in the student protection undertaking;
- b. The Institution may at any time require you to give a further undertaking to the effect of that set out in the student protection undertaking.
- c. If you fails or refuse to do any of things set out in this appointment order then the Institution may terminate your employment immediately without giving notice under termination of employment.

6.9 TERMINATION OF EMPLOYMENT:

Termination of this letter of Appointment shall be governed by the following provisions:

- 1) Your employment may be prematurely terminated at any time by you or the Management by giving one month’s prior notice in writing.
- 2) Your employment may be terminated prematurely by the Institution at any time without notice for any of the following reasons:
 - a) If you are a Disqualified Person;
 - b) If you are involved in serious misconduct.
 - c) Willful or deliberate behavior by you that is inconsistent with the continuation of the contract of employment.
 - d) Conduct that causes imminent, or serious, risk to:
 - e) The health or safety of a person; or
 - f) The reputation or viability of the Institution;

- g) In the course of your employment, engaging in theft, fraud or assault;
- h) Being intoxicated at work; or
- i) Refusing to carry out a lawful and reasonable instruction;
- j) For incompetence, misrepresentation, neglect of duty or other misconduct;
- k) For breach of any material provision of this letter.
- l) You shall not do anything that would bring disrepute to the name of the Institution.
- m) The Institution may terminate this appointment without any warning at any time for any legal cause, including verbal or physical abuse of co-workers, students, parents and other members of the community. In case of any such termination, the appointee's salary shall cease to be earned as of the day of termination and all benefits (PF, ESI) shall cease as on that day.
- n) The Institution may terminate this appointment due to illness or physical disability which will obstruct your carrying out your responsibilities diligently as per the requirements of the management.
- o) The Institution may terminate this appointment at any time upon thirty days written notice for failure to fulfill professional responsibilities as defined in the job description or for unwillingness to support the purposes and policies of the Institution as determined by the Institution. In such cases, salary shall cease to be earned and all benefits (PF, ESI) shall cease as on the effective date of termination.
- p) This appointment may be terminated by resignation on thirty days written notice. If the appointee resigns and terminates his/her services prior to the beginning or completion of the term of this appointment, this appointment shall terminate on the effective date of resignation; salary, benefits (PF, ESI) shall cease to be earned.
- q) As a full time teacher you will not accept any offers from Institutions or organizations or participate or present or organize short workshops, seminars and conferences during the course of the academic year.
- r) In the case of fall of strength or closure of sections and subsequent reduction of work load, your services can be terminated.
- s) Any details of appointment not covered in this letter shall be in accordance with the policies and practices of the Institution. In accepting this appointment the appointee agrees to support the purposes and policies of the Institution and abide by all the rules and regulations of the Institution, as amended from time to time.

You agree that all terms of this appointment are set forth in this appointment order which supersedes all prior agreements, written or verbal, and any correspondence as to the terms of this appointment. It is expressly agreed and understood that the relationship under this appointment is a new one and that you have no rights; of whatever major, due to you from any previous relationship with the Institution.

PART 7: CODE OF CONDUCT FOR TEACHING STAFF

7.1 DIRECTIONS TO STAFF

- a. All the staff should follow code of conduct for employees of education institution as per GO No. ED 146 UPC Dated: 3.10.1981 Annexure.
- b. The Local managing Committee may issue its own rules of conduct and discipline from time to time, provided they are not contradictory to the rules of the Department of Education of the State or to the general rules of the Society of the Carmelite Sisters of St. Teresa.
- c. Leave letters from the students should be insisted upon. They should be signed by the parents/guardian.
- d. Information regarding the students who habitually neglect their studies should be brought to the notice of the Head of the Institution and through her to that of the Parents/guardian.
- e. In addition to the usual work of the Institution, a teacher is required to participate in co-curricular and extra-curricular activities and encourage students to participate in inter-school and intercollegiate events. When there is need to participate in Orientation program or In-service training sessions, the Staff may be required to be present in the Institution either at the beginning or at the end of a vacation.
- f. The practice of Staff members (full-timers) giving private tuition is discouraged at all cost.
- g. Corporal punishment, verbal/sexual abuse of any sort on students is offensive and subject to legal proceedings.
- h. Ensuring a vibrant class room learning atmosphere and utmost safety of students is the responsibility of every Staff member.
- i. It is also necessary that the teachers take pains to understand the problems of the students, both at home and in College. In order to instill confidence in them, it is important to build proper teacher-pupil-relations.
- j. At the beginning of the academic year, the teachers shall prepare a calendar/scheme of work according to the syllabus and submit it to the Head of the Institution/Department. Lesson plans should be submitted to the Head of the Institution/Department regularly, on the first day of the week or as directed by the latter.
- k. A scheduled class may not be cancelled or exchanged with others without the explicit permission of the Head of the Institution/Department.
- l. Teachers should try their best to make the classroom teaching interesting by means of adequate teaching aids, suitable activities and the use of museums, laboratory and ICT.
- m. The class teachers are responsible for the safety of furniture and equipment of their classrooms and should instruct the students to avoid damaging the same.
- n. The use of guides to subjects taught in School/College should be discouraged.
- o. All employees, especially teachers, are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and behavior should at all times inspire the students committed to their care.
- p. During the period of her/his service, the employee shall work sincerely and efficiently under the direction of the Head of the institution, make herself/himself useful in all respects to the Institution and shall not on her/his own account or otherwise, directly or indirectly carry out or be involved in any other activity or business, which will be prejudicial to her/his work in the Institution.

- q. To maintain a sense of discipline on the student community, the teachers themselves should be circumspect and set an example to their students. All teachers shall cooperate with the Head of the Institution in the work of administration.
- r. Reporting late to duty, or leaving early, should be avoided.
- s. A permanent member of the staff shall not apply for a post elsewhere without first informing the Head of the Institution of her/his intention to do so. In the event of a post being accepted elsewhere, she/he must inform the Head of the Institution immediately, and submit her/his resignation with due notice.
- t. The Staff in-charge of each department like library, laboratory, sports, craft, drawing and EVS aids, is responsible for the maintenance of the furniture and equipment of her/his respective department.
- u. Amodest and appropriate dress code is advised for the faculty and staff.

Your salary and other benefits will be what is fixed from time to time by the society of Carmelite Sisters of St. Teresa.

You will be on probation for a period of one/two years from the date of appointment, during which period your service can be terminated by giving you one month's notice, if your work or conduct is found unsatisfactory.

You are required to give one month's notice in writing, in case you wish to discontinue your service in the college after the completion of the probation period.

You are governed by the service rules and rules of conduct and discipline attached to this letter, these rules may be amended or altered from time to time.

On acceptance of the appointment you will be required to produce a medical certificate and execute an agreement bond to abide by the conditions

7.2 CODE OF CONDUCT FOR TEACHERS

The staff of the institution shall observe the following code of conduct compatible with their profession and responsibility. Behavior, contrary to such a code may oblige the Management to take disciplinary action.

- a. Maintain absolute integrity and commitment to duty.
- b. Teachers are expected to be in the School/College premises at least 10 minutes before the assembly bell, till the end of the classes, including free periods. Absence during any part of the working hours will be considered as absence during the whole session. The attendance register has to be signed both in the morning and in the afternoon 10 minutes before the class. All should be present at the assembly, assisting the students, whenever it is held.
- c. A teacher shall keep herself/himself available to help the Institution by way of substitution, extra classes, arrangement of programs for co-curricular activities etc. even outside working hours, whenever occasion demands. Nevertheless, no remuneration for the above assistance shall be demanded from the Institution.
- d. While in service, no teacher shall either directly or indirectly undertake any part time employment or trade, without the written permission of the appointing authority. Any other work whether charitable or honorary, if it interferes with one's normal School/College duties shall be discontinued.

- e. No teacher shall publish or be a cause to publish in one's name or anonymously or contribute to the press any matter, which is likely to lead to academic indiscipline, promote defiance of authority or affect the reputation of the Institution.
- f. No teacher shall be an office bearer of any political party nor shall engage oneself in any political activity while on duty or in the School/College premises.
- g. No teacher shall organize or participate or encourage protests and demonstrations in any form, directly or indirectly in the School/College premises.
- h. Any activity on the part of a teacher which provokes communal disharmony or anti-social feelings or ill-will amongst different sections of people would amount to grave misconduct.
- i. A teacher shall be impartial in the assessment of students and shall not deliberately over-mark or under-mark or victimize the students on any ground. She/he shall also refrain from using any corporal punishment on the students.
- j. A teacher shall not misuse the facilities of the Institution while exercising freedom of academic thought and expression.
- k. A teacher shall treat all students without discrimination and shall refrain from instigating students or colleagues against other students, colleagues or the Institution administration.
- l. A teacher shall not take or give bribes in connection with School/College administration, promotions etc. and shall refrain from indulging in any kind of illegal gratification.
- m. Failure to conform to any code of conduct mentioned above shall be treated as an act of negligence or misconduct or both.

PART 8: CODE OF CONDUCT FOR STUDENTS

8.1 General Rules for Student

- a) It is compulsory for the students to wear the Identity Cards, issued by the college.
- b) No student will be allowed to the college library without the Identity Card.
- c) Character certificate and other certificates will not be issued without the Identity Card.
- d) Students should be regular to the classes. Irregularity of attendance will be viewed seriously.
- e) Students will be allowed to appear for the examination only when they progress in studies and attendance.
- f) Students should attend tests and examinations.
- g) No student should stand or loiter about in the corridors during class hours.
- h) Students are forbidden to write on the walls and furniture.
- i) In any official tournament where the college team takes part, the students are banned from playing for outside teams/clubs.
- j) Drastic action will be taken against any student who misbehaves either in the college premises or outside.
- k) No college association should be formed without the permission of the Principal.
- l) No person should be invited to address a college meeting without the prior permission of the Principal.
- m) Students shall record their local address in the college office.
- n) Students should not attend any other class, (except their own) without the permission of the lecturer concerned.
- o) Parents should watch the attendance, progress and conduct of the students in the college.
- p) Latecomers can enter the class only if permitted by the lecturer. They may be marked present at the end of the hour only if they have sufficient reasons for being late. Those who depend on public transport to come to the college, should leave their homes early enough to avoid peak hour traffic jams and be in the college, well in time.
 - (i) Punctuality and regular attendance is essential for the formation of character and is, therefore, insisted upon. Leave of absence from college should be obtained from the concerned authority. Unforeseen absence must be justified on return before entering the class with a note of excuse from the parent or guardian. A medical certificate should be furnished especially when a student is absent for a long time, due to illness. A medical certificate, however, does not entitle a student for attendance. The names of students who are absent continuously for 2 weeks without any notice will be struck off the register. Those who are deputed officially by the college to participate in academic, cultural, sports activities and the like should hand over to the office, a note of deputation, signed by the teacher concerned.
 - (ii) Serious note will be taken of absence without leave from the college examinations and at the reopening of classes after the holidays. In case of illness, a valid medical certificate has to be produced.
- q) Irregularity in attendance, insubordination, discourtesy to staff members, habitual late coming, neglect of work and obscenity in word or act are punishable by permanent or temporary dismissal. Minor offences are punishable with fine or loss of attendance.
- r) If the progress of the students, based on the performance in the terminal examination is not satisfactory, their applications will not be recommended to the University.

- s) Every student should possess an Identity Card, issued by the college which should be produced whenever asked for, especially when dealing with the office or the library.
- t) Without obtaining prior permission from the Principal, the students shall not organize picnics, send-off parties and get together, either in the campus or in any other place. No overnight picnics are allowed. Strict disciplinary action will be taken against those who violate these rules.
- u) Letters, officially addressed to the Principal should enclose reply postage. Only official letters will be handed over to the students. Private letters will be re-directed to the home or Hostel address.
- v) Attendance at classes and examinations, progress, as well as the conduct of the student will be taken into consideration while recommending them for merit certificates, concessions, scholarships, higher studies, jobs as well as for representing the college in extra-curricular activities.
- w) Picnics and educational tours are to be organized only with the prior permission of the Principal. For all such programs, written permission of the parents is required.
- x) Attendance at Value Education class and examinations is compulsory for all students. Those who absent themselves without permission or fail in the examinations will be deprived of scholarships or prizes, they may be entitled to enjoy.
- y) Students are not permitted to bring or use cellular phones and mobile phones within the college campus.
- z) Ragging is a major offence. Those who indulge in ragging, even in a friendly way or encourage ragging will face immediate dismissal from the college. No justification in this regard is acceptable.

8.2 STUDENT'S UNDERTAKING

- a) Each student has the responsibility to uphold the standards of the college, whether on or off the campus.
- b) The day begins with a common prayer.
- c) The college expects students to attend classes regularly. Attendance is taken at the commencement of every hour.
- d) Students are expected to write the tests and do the assignments given, in each subject during the month. Attendance requirements must be fulfilled by every student in each paper.
- e) Students should strictly follow the dress code.
- f) Mobiles are banned in the campus and classrooms.
- g) With the view to make the campus, a plastic and garbage free zone, students are not permitted to carry plastic items and carry bags into the college premises.

8.3 IMPORTANT RULES TO BE FOLLOWED BY THE STUDENTS

- a) Identity Card (smart card), issued by the college should be worn every day compulsorily.
- b) Identity Card must be produced for reference while applying for examination and during written examinations.
- c) Identity Card must be produced for reference while collecting marks card and certificates.
- d) Even after the completion of the course, ID has to be preserved for any further requirements from the college.
- e) Dress Code to be strictly followed: Uniform (on Monday, Wednesday and Friday) and Salwar or Jeans with long tops (on Tuesday, Thursday and Saturday).
- f) Mobile phones are strictly prohibited on the college campus.

- g) Students are expected to read the Notice-board daily. New developments and other important announcements shall be displayed on the notice-board.
- h) The students should collect all their certificates and marks cards immediately after the announcement of results, failing which, search fee will be charged.

8.4 ATTENDANCE

- a) Record of attendance will be maintained by taking attendance at the beginning of each hour. Each student should put in the required attendance for the semester, by attending not less than 75% of the number of working hours/periods in each paper/subject in each semester. 80% of Value Education class attendance is compulsory.
- b) Students must produce leave letters, explaining their absence from class. Leave letters must be addressed to the Principal and countersigned by the parent/guardian/warden. The leave letters must be signed by all the subject teachers. However, attendance cannot be claimed for absence.
- c) 75% attendance in all subjects is mandatory to appear for the University Semester Examination, failing which, hall ticket will not be issued.

8.5 ISSUE OF CERTIFICATES

- a. No certificate shall be granted unless a student has maintained the attendance, prescribed by the college/university in the course of instruction, followed by her during the year and progress and conduct have been satisfactory, neither will a certificate be issued unless all dues to the college are paid.
- b. Students applying for a transfer, conduct and course certificate will be issued the same on payment of the required fee.
- c. Every application for a certificate shall be made at least three days before the certificate is required and shall contain all particulars regarding the student's name, identity card number, year of the examination passed and subjects taken. The fax/postal charges shall also be charged.

PART 9: CODE OF CONDUCT FOR NON-TEACHING STAFF

9.1 OFFICE SUPERINTENDENT

- Superintendent has to ensure that all the work has been allotted to respective departments.
- He/she should supervise the subordinates and he/she should also ensure that no work is pending.

9.2 FIRST DIVISION CLERK

- F.D.A has to assist the superintendent in their office duty.
- Maintenance of college Auditing according to University rules and handling the same to Auditing officer
- Ensuring the account transparency
- Maintenance of college account in a proper manner as per rules
- Maintenance of Audit statement.

9.3 SECOND DIVISION CLERK

- Maintenance of the office work and conducting exams.
- Assisting the F.D.A in their office work and to conduct the exams in a smooth way.
- Maintenance of admission record and other office work.

9.4 TYPIST

- All the draft work should be typed and distribute the same to the concerned department.

9.5 LIBRARY ASSISTANT

- Management of library work and preserving the library properties
- Maintenance of books in a good condition
- Maintenance of visitors' record

9.6 PEON / ATTENDER

- Maintenance of cleanliness at college campus and office.

PART 10: LIBRARY AND INFORMATION CENTRE CODE OF CONDUCT

10.1 CODE OF CONDUCT

Library should possess the following kinds of materials – Text Books, Books for education, information technology, inspiration, recreation, reference books, News Papers, Weeklies Journals, Audio Visual materials.

10.2 LIBRARY COMMITTEE

The College should have a Library Committee to lay down policy regarding maintenance, budget, service, facilities, of the college library. The Committee should consist of the principal, one representative from a senior class, Student Council, and Librarian. The committee is formed according to the above mentioned structure.

10.3 WORKING HOURS:

Library will be open on all working days except – General holidays from- 9.00am to 5.00pm and all Saturdays from 9.00 am to 2.00 pm.

10.4 LIBRARY CODE OF CONDUCT

- a. Membership is compulsory for all Teachers and Students
- b. No entry into the library without ID. Students have to produce ID on demand. Entering into the Library, the faculty and the students have to do biometric – (Name, ID number and time, automatically registered).
- c. Books lost, defaced or damaged in anyway shall have to be replaced by the borrower. He/ She should ensure himself/ herself before leaving the counter, that the book received by them is in good condition in every respect.
- d. Student should not exchange books, Identity card and borrowers cards with others.
- e. The books can be renewed only on the physical presentation of the books.
- f. If a student does not pay the library dues, the privilege of borrowing books may be suspended.
- g. Students are allowed to borrow the books till the issue of the Hall tickets and get the “No due Certificate” from the library.
- h. It is the sole responsibility of the student he/she loses any possession in the library.
- i. Any change/modifications will be intimated and informed in the notice board.
- j. Limitations of books for faculty and student – Students can borrow two books on weekly basis and one book for overnight, Full time teachers can borrow ten books for a period of fifteen days.
- k. Fine Collection – If a member does not pay the library dues, the privilege of borrowing books may be suspended till he/she deposits the requisite amount. The overdue charges collected will be deposited under college account.
- l. Stock verification - is done annually which will be conducted during the last 10 days of the end of academic year. In case of any loss of library documents reported after physical verification” a loss of ten library documents for every one thousand library documents “consults and issued” shall be considered as reasonable and same could be written off with the approval of library committee”
- m. Compliance of audit report – while sending compliance report to the audit section for loss of books and recovery, It’s specifically obtained recommendation of the LAC to weed out/ write off unreturned books under special circumstances like a demise and death of the borrower, run - out of the college etc.
- n. ICT and other tools deployed: to provide maximum access to the library collection – OPAC, INFLIBNET, Library Website, WEB-OPAC, Digital Library, and Integrated

KOHA Software-Systematic upgraded, modified, software versions are followed, maintained by technological procedures. Repairs, replacement, additions, refilling, process is done. This is the first and foremost duty of the librarian to update and upgrade information access materials.

- o. Preservation and conservation of library materials: manual and mechanical cleaning is done to keep the library books area spick and span. Frequent washing of floors, dusting and painting of walls, shelves, and furniture are done.
- p. Improvement of facilities and services of the library are also based on the feedback of the library.
- q. All readers are required to maintain silence and discipline in the library.
- r. Mobile is strictly prohibited.

PART 11: GUIDELINES FOR PARENTS / GUARDIANS

- a. College fee has to be paid on time as for the college regulation.
- b. It is compulsory for the parents to attend Parents Teachers meeting.
- c. It is the duty of the parents to regularly visit the concerned departments to enquire about the progress of the ward.
- d. It is the duty of the parents to regularly visit the concerned departments to enquire about the attendance of the ward.
- e. Long term absence/medical leave should be informed to the Principal.

PART 12: COLLEGE COUNSELORS

In this sphere your task includes:

- a) General counseling for students.
- b) Assessment and diagnosis, followed by appropriate program design.
- c) Direct the students to the specialists in the field/Mentor.

Another aspect is to be proactive and preventative, which involves the identification of needs and the subsequent development of coping strategies, in this sphere, specific tasks include:

- a) Assisting individual students, experiencing difficulties with social/emotional/communication/conflict resolution/organizational and study skills.
- b) Increase the student awareness of self, others and the college system, within the framework of the college educational philosophy.
- c) Create awareness of the Institution's support system and how to access it.
- d) Counselor will also be required to perform other duties as required by the Principal.
- e) He will comply with all requirements of the Institution in relation to the counselee.

The information about the counselee should not be disclosed to any unauthorised persons except to the Principal / Parents.

PART 13: LAW AND ORDER COMMITTEE

- Law and Order Committee shall be constituted on yearly basis in order to ensure the compliance to this Handbook of Code of Conduct.
- The Law and Order Committee shall submit a report by end of the year.
