



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)
KOTTAYAM
(NAAC REACCREDITED)

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HUMAN RESOURCE POLICY

1. APPOINTMENTS

The appointment of all the staff in the aided stream – both faculty and non-faculty – shall be made by the Manager of the College in adherence to the rules and the orders of the statutory stakeholders - UGC (in the case of faculty appointments), Government of Kerala and the Mahatma Gandhi University. Being an approved minority institution, the appointments shall be as far as possible done providing maximum opportunity for candidates belonging to the Knanaya Catholic Community to the extent permitted by the rules and the orders of the statutory stakeholders.

The appointment letters prepared in Form VI specified in Mahatma Gandhi Statutes in force, duly signed by the Manager, shall be delivered to the incumbent by the Manager himself. The appointment letter shall briefly state the job responsibilities and description assigned to him/her.

If a person is appointed as a guest / trainee/ on contract basis, the period of service shall be limited to 3 months to 11 months depending on the decision of the Management. The employee shall be made aware of the terms and conditions at the time of appointment.

1.1. CONDITIONS OF SERVICE

- a) Every salaried officer and teacher of the College shall be appointed by a written order of the Manager in case of appointment in the aided departments.
- b) The written order referred to in subsection (a) above shall be lodged with the Principal and a copy thereof shall be furnished to the officer or teacher concerned provided that the appointment order of the teachers and staff in the aided stream shall also be forwarded to the University and the Govt. for approval within two months or as specified after appointment as per rules.



- c) Any dispute between any officer or teacher of the College shall, on the request of the Principal or the officer/ teacher concerned, through the Principal, shall be referred to the Manager for perusal
- d) If there is any grievance on the decision of the Manager, the aggrieved party may lodge a petition to the Management through the Principal and the decision of Management on such case shall be final.

The dispute between any officer or teacher regarding service in the aided stream shall be dealt with in accordance with the government and university rules in force.

- e) Conditions of service, disciplinary proceedings, service benefits, retirement benefits etc. of all the employees, are governed by the relevant provisions of government rules and university statutes in force.
- f) Rules, if any, not covered in the Rules and Bye-laws and/or its interpretations shall be decided by the Manager as and when required, subject to the approval of the Management.

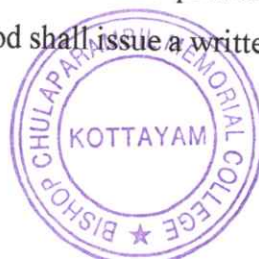
1.2. SENIORITY LIST

- a) It shall be the duty of the Manager, in consultation with the Principal, to prepare and maintain in respect of each class/cadre of persons, a complete and up-to-date seniority list as per the relevant provisions of government rules and university statutes in force.
- b) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Manager may on his/her own notion and shall at the request of any such person, submit the matter to the Management whose decision shall be final and binding.

1.3. PROBATION PERIOD AND CONFIRMATION

Normally, the probation period for a new employee shall be one year. It can be extended, if necessary, at the discretion of the Manager. Provided, that the probation period of new recruiters in the aided stream shall not exceed two years without specific reason.

At the end of the probation period, unless otherwise specified, the employee in probation shall make a request to the Manager through the Principal to declare the probation is over. Upon receiving request, the Manager within a reasonable period shall issue a written communication



to the employee through the principal regularising employment or extending probation or terminating the service based on the performance appraisal of the employee.

1.4. INDUCTION

The induction of new employees against permanent vacancies would take place immediately after finishing the legal formalities after the interview. In case of appointment of guest faculty, the appointments shall be made as and when such a vacancy arises, and the general process is as follows:

The new employee should report to the Principal of the College who will arrange a meeting with the HOD of the concerned Department. The new employee will then meet the Vice Principal(Administration) in case an appointment is made in the aided programme, and she /he will give an overview of the College, provide a handbook, diary, brochure, rules and regulations etc of the College, and will help the new recruit to go through the college LMS and Information Management System.

The Vice Principal will also fix appointments with Bursar, other Vice Principal(s), Librarian and Office Superintendent and will apprise the new employee regarding the legacy, culture, expectations and the opportunities and potential of the College. The new employee in turn shall sign the undertaking to the effect that he/she will obey the rules and regulations of the College in force and also future amendments if any.

It is the responsibility of the Principal and concerned HOD to make sure that there is sufficient workload for the post.

1.5. DELEGATION OF POWERS

Subject to the provisions of the Rules and the HR Policy, a HOD or officer of the College, with the approval of the Principal or Manager as the case may be, may delegate its power to any other teacher, officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the teacher or officer delegating such powers.



2. PERFORMANCE APPRAISAL

The performance appraisal of the employee shall be the responsibility of the Principal. The Vice-Principal in-charge of administration shall make necessary arrangements to appraise faculty members every semester and staff once in every academic year.

As far as possible, 360° performance appraisal has to be conducted for faculty and staff members.

1.6. FOLLOWING TYPES OF APPRAISAL ARE APPLICABLE TO MEMBERS OF THE FACULTY

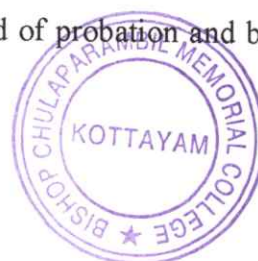
- a) Self-appraisal in the prescribed format.
- b) Peer evaluation on the basis of specific and predetermined techniques.
- c) Student Teacher Evaluation through a comprehensive ICT-enabled and software-supported questionnaire and evaluation. The criteria on evaluation and procedure will be published.
- d) External appraisal based on the appraisal reports mentioned on the above three parameters (once in a year).
- e) Appraisal by the Principal on the appraisal reports mentioned on the above four parameters. However, it is the prerogative of the Principal to send the final appraisal report after due discussion with the employee.
- f) Final evaluation by the Manager.

Faculty evaluation based on the above procedure shall be done at least once a semester. In addition, faculty appraisal shall be done before:

- a) The service of an employee on probation is regularized.
- b) Promotion in rank
- c) Increment or merit promotion/ Career Advancement

The appraisal should also contain information on the training needs, if any, expressed by the employee for further enhancing his/her present performance.

The non-faculty staff shall be evaluated at least once a year by their immediate supervisor and the Principal. They are also required to be evaluated at the end of probation and before any promotion or re-assignment.



3. PROMOTION OPPORTUNITIES: FOR FACULTY AND SUPPORT STAFF

It is the policy of the College to support the efforts of employees to advance to positions for which they are qualified and which meet their career interests and objectives. All employees of the College are encouraged to acquire knowledge, skills and qualifications for higher positions for which they are interested.

In determining an employee's qualifications for promotion the supervisor should consider but not be limited to the following factors:

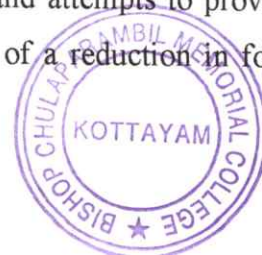
- a) Experience,
- b) Past performance on the basis of performance appraisal,
- c) Involvement in / Initiative taken for Student programmes
- d) FIP, Continuing education, Training etc.
- e) Knowledge, Skills, abilities, and contribution to the College
- f) Commitment to the College and personal Integrity

The purpose of the College's promotion policy is to ensure opportunity for internal mobility consistent with the commitment to equal employment opportunity. A further purpose of the policy is to provide a mechanism whereby employees can be recognized and rewarded for their successful performance appraisal, commitment and professional development.

4. DURATION OF EMPLOYMENT AND SEPARATION

Employees are not employed for any definite term unless otherwise specified. The applicable laws by the Government and the University will decide on the retirement age. The termination of service can be by either party with a minimum notice period of 1 month in the case of guest staff members and completion of a semester for teaching faculty members. If termination is requested without the notice period, or without a specific reason, both parties can charge penalty compensation, in lieu of one month's salary, for the said period.

The Archeparchy values the contributions of its employees and attempts to provide regular ongoing employment as appropriate. However, in the event of a reduction in force due to



substantially decreased workload, discontinued functions, government/ university policies, a change in academic operations, economic conditions, poor commitment on the part of the employee to the institution, other activities which are against the morale and the policies of the institution or other circumstances outside of the employer's control, the College might consider reducing the workforce.

4.1. EMPLOYEE RESPONSIBILITY :

- a) Upon deciding to resign, the employee is requested to submit a written letter of resignation addressed the Manager and submitted to their immediate supervisor which is forwarded to the Principal directly. These resignations shall be then forwarded to the Manager for approval. The guest faculties who are completing their tenure should intimate it in writing to the Manager and submitted to their immediate supervisor which is forwarded to the Principal directly.
- b) A no-due certificate (form available in the office) obtained and should be submitted along with resignation letter to process the application for resignation.
- c) Support/ non faculty positions - at least four working weeks of notice prior to the date of termination of service.
- d) Faculty positions - at least three months' notice prior to the date of termination service.
- e) The employee is required to schedule a personal exit interview with Principal and Vice Principal in charge of Administration and complete an Exit Interview Questionnaire prior to leaving the institution.

4.2. SUPERVISOR RESPONSIBILITY

- a) Upon receiving written notification that an employee is leaving, the HOD/ Immediate supervisor is responsible for promptly completing the formalities and Personnel Action Form (PAF).



- b) The PAF should explain in brief the plan of the concerned department to fill up the resignation of the employee.
- c) Personnel Action Form (PAF) duly filled and signed by the HOD/ Supervisor and resignation letter are forwarded to the Principal to start the exit process.
- d) Once the resignation is approved and before the employee ends his/her service from the College, the HOD/ Supervisor is responsible for completing the Employee Separation Checklist, which requires the collection of College property, identity card, etc., and forwarding the completed form, along with the separating employee's ID card, and submitting to the Office as the final step in the separation process. The liability (if any) of such separated employee shall be the responsibility of the officers issuing the non-liability certificate and the concerned HOD.

4.3. RESPONSIBILITY OF THE PRINCIPAL:

- a) The Principal will receive the Personal Action Form (PAF) duly filled and signed by the HOD/ Supervisor and resignation letter and forward it to the Manager along with his remarks for perusal and necessary action. It is the prerogative of the Manager to call for discussion the employee or the Principal. Manager will be the Appellate Authority in this regard and the decision of the Manager will be binding for all.
- b) Collect the resignation letter approved by the Manager and appropriately file it for purposes of documentation.
- c) Obtain the no-dues certificate in the prescribed format duly signed from different offices, and file all Employee Separation Checklists verifying that the separating employee has no outstanding obligation to the College. In case it is finding later that dues are pending against the employee for whom no-due has been issued, the liability shall be accounted by the officer issuing the no-due certificate.
- d) Conduct the exit interview and file report.



- e) File the PAF from the HOD/ Supervisor and initiate action to fill the gap of the employee whose services are terminated.
- f) Give back the original documents submitted by the employee on joining service or later. (Photocopy of all documents may be retained in the office)
- g) Give experience and other certificates, if any, requested by the employee. The Principal shall issue the Experience certificate. The experience certificate issued to the guest faculty(self-financing) should specify that they will not have any claim in the permanent vacancies that may arise in the future.
- h) In the case of employees working in permanent posts applying at other colleges, it is the discretion of the manager to issue No Objection Certificate (NOC).

4.4. INVOLUNTARY SEPARATION

Involuntary separation is a serious matter for the employee and the College. HODs/ Supervisors and Principal shall ensure that all involuntary separations are handled in a way that treats the employee with fairness, keep the College's reputation intact and prevent potential liability.

- a) Performance issues of the employees must be addressed as soon as they become apparent.
- b) If performance issues do not improve with direction and motivation, HOD/ Supervisor should alert the Principal for appropriate guidance and action.
- c) If involuntary separation is due to egregious behaviour, the Principal shall issue a show cause notice to the concerned person in consultation with the Manager.
- d) Depending on the behaviour, the first consideration is the safety and good reputation of the students, teachers and staff; and the second is the protection of the College infrastructure and resources.
- e) If the gravity of the action requires immediate involuntary termination as per the report of the Vice Principal in charge of administration, Principal shall have discussion with the Bursar and the matter shall be intimated to the Manager/Secretary by the Principal for taking appropriate immediate action.



- f) If the Manager finds the allegations genuine prima facia, an enquiry commission shall be appointed by the Principal on the advice of the Manager/Secretary to report all facts without supporting anyone involved in the case.
- g) The enquiry commission shall be given appointment letters detailing the terms of reference and the areas to be enquired and with details of the prime accused and the details of the report of the Vice Principal in charge of Administration.
- h) The accused persons shall be given notice by the Principal to cooperate with the enquiry process and to give their version of the facts.
- i) Upon receiving the enquiry report of the commission, the Manager, together with the Principal, will decide on the further course of action with or without the consultation of legal experts.
- j) Before the employee leaves employment, the HOD/ Supervisor is responsible for completing the Employee Separation Checklist, which requires the collection of the College property, identity card, etc., and suggests other measures to ensure the protection of the students, and staff, property of the College during separation.
- k) The HOD/ Supervisor and the Vice Principal (Administration) are responsible for promptly completing the Personal Action Forms (PAF), obtaining all necessary approvals and signatures for the termination of services of the employee, and giving a smooth exit to the employee after completing all the formalities of termination.
- l) Appropriate legal action may be initiated if there is an incident of loss or damage to the properties of the college and/or criminal offence(s) if any.

5. WAGE AND SALARY ADMINISTRATION

The Archeparchy of Kottayam favours competitive, fair remuneration structures offering an attractive compensation package. Remuneration includes salary, any variable part of remuneration as well as social, pension and other benefits, compensation levels, and the requirement of internal fairness.

For the staff in the aided stream who are appointed against government approved vacancies, salary and the other allowances are as per the existing government pay rules and conditions.



Each position at the College(s) is defined as faculty and non-faculty based on the duties and responsibilities of that position. The pay for the staff appointed by the management in the aided course shall be fixed by the Manager on the recommendation of the Principal and the Bursar. The pay differences may be implemented there, taking into consideration the unique demands of the department and the situations existing in the job market, in addition to the differences in qualifications, skills, experience, suitability etc. The management periodically reviews specific positions to ensure that positions are correctly classified, and that job descriptions reflect any changes in the duties and responsibilities of the position.

However, the statutory minimum wages as per the existing laws of the Government and/or the University will be paid to all persons working in the Colleges under the Archeparchy of Kottayam

The monthly pay of staff members recruited by the management may consist of Basic Pay + ESI (if Applicable) + EPF (if Applicable) + other allowances if any. In case the salary of an employee is above the benchmark fixed by the Government of India for the mandatory contribution to EPF, EPF shall be at the discretion of the employee. If the employee opts to have EPF, the contribution shall be made at the statutory rate by the management.

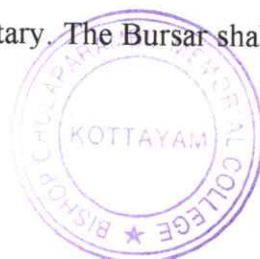
5.1. GRIEVANCE REGARDING THE CALCULATION/FIXATION OF PAY:

In case of any grievance regarding the calculation/fixation of his/her pay as per the provision of this HR policy, the faculty member may address it to the Manager/ Secretary in writing through the Principal, clearly specifying the nature and content of the grievance. On receipt of the same, the Manager/ Secretary may take an appropriate decision within a reasonable period of time and communicate the same to the person concerned.

5.2. PROMOTION TO ASSOCIATE PROFESSOR

The promotion of staff members is guided by the rules and the policies of the government and the UGC

However Principal shall arrange a meeting of teachers with the Manager and/or the Secretary, prior to forwarding the application for promotion by any faculty member. The principal shall forward a confidential report from the immediate supervisor and the confidential report from the Principal well in advance to the Manager and the Secretary. The Bursar shall also submit his confidential report to the Manager directly.



5.3. SERVICE BOOK

A service book shall be opened for all employees and it should be maintained by the Principal.

6. GENERAL CONDITIONS OF THE SERVICE

6.1. SALARY DISBURSEMENT:

Salary will be disbursed as early as possible. The salary bill shall to be submitted to the Deputy Director on or before the 25th of every month. Duty certificates in the case of duty leave or on duty leave should be submitted at the office on the day after joining back in the office. The employee will not be permitted to join back the service if he/she hadn't submitted the certificates in time. Salary due to the staff appointed by the Management shall be distributed on the last day of the month by the Bursar.

6.2. TRANSFER:

Management shall have the right to make appropriate intercollegiate or interdepartmental transfers and re-assignments of duty of the teaching and non-teaching staff, as and when necessary, for academic and/or administrative convenience.

6.3. FINANCIAL SUPPORT FOR ATTENDING CONFERENCES:

Members of the faculty are encouraged to attend professional development seminars, workshops and similar FIP programmes. The College will reimburse the expenses for attending one Seminar / Workshop / Training Programme subject to a maximum of Rs.2000/- during a financial year and subject to availability of funds. However, prior approval is necessary from the relevant authorities.

6.4. PAYMENT FOR EXTRA SERVICES:

Faculty members are encouraged to write project proposals for funding by UGC and other external agencies. For externally funded projects, the College may charge up to 20% as overhead cost depending on the terms and conditions of the funding agency. In the case of UGC minor research projects there shall be no overhead cost.



Any research / consultancy undertaken by any member of the College where College / Principal has legal liabilities, the accounts shall be monitored by the College office. The College office shall also assist in the preparation of the audited statements for projects. In all such cases the offices staff shall be adequately remunerated for their services. The payments due to them can be negotiated and finalised with the Principal and Bursar.

25% of the honorarium availed by the staff members of the College for serving as resource person at other institutions/organizations on a regular working day and for which duty leave is availed shall be paid to the College. If no duty leave is availed, the person can opt out from sharing the honorarium if the trainings are held outside the College. The conditions apply to all management approved research and consultancy programs.

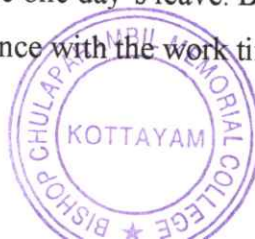
In case of honorarium gained from funded programmes like WWS, SSP, 25% of the honorarium shall be paid to the college.

25% of the remuneration received against invigilation and other related duties in the examination of external agencies like Central University, ICAI, ICSI, PSC etc shall be paid to the College. In case when the examinations are held during holidays only 20% need to be paid to the college.

6.5. ATTENDANCE

All staff members are expected to be punctual and report on time to their respective work place. The non-teaching staff is expected to put in a minimum of 42 hours per week at the office and the teaching staff 40 hours per week. The non-teaching staff shall sign the attendance register in the morning at 10.00 am and in the afternoon at 5.00pm. The teaching staff shall sign the attendance register in the morning before 9.20 and also in the afternoon after 4.20 pm. All the office staff shall be present at the college office during break time. They shall have lunch either before the lunch break of students or after the lunch break of the students. The office Superintendent in consultation with Principal shall fix the working time of one or two office assistants on rotation as 8.30am to 3.30pm.

If a person is late for three consecutive days he/ she will lose one day's leave. Besides signing the attendance register the employee shall punch in accordance with the work timings.



6.6. MOVEMENT REGISTER

Management expects the presence of all the staff members in the college itself during the working hours. In case any employee leave the campus for some purpose, she/he has to obtain permission from the Principal and enter the details in the movement register kept at Principals office. The Principal shall countersign it every week. It shall be countersigned by the Manager/ Secretary every month. Employee should enter the time out and time in details. An employee can make use of the benefit of movement register to a maximum of 3 hours a month for personal purposes.

6.7. USE OF OFFICE PHONE

Use of office phone shall be for official purpose only and not for personal. However, the intercom facility can be liberally used for internal communication between Staff/ Departments/ Office.

6.8. USE OF MOBILE PHONE

Faculty members should switch off their mobile phones while they are inside the class or attending a meeting or on official duty/ assignment or while communicating with superiors. The non-faculty members shall also insist on personal restraint in the personal use of mobile phone during the time of work. Staff members shall not upload personal posts in social media or update social media during the working time. Usage of social media for personal messaging should be minimised during working hours. Staff members should take personal care to reduce the use of mobile phones while in campus.

1.7. 7. DRESS CODE FOR STAFF

All faculty and non-faculty staff members shall dress in a decent, formal and modest manner. Teaching staff (men) shall wear full trousers, full / half sleeve formal shirts and formal shoes, Dhoti, shirts, jubbah are also permissible. Lady teachers shall wear Sarees or Salwar Kameez with a shawl/ Dupatta/stole as a symbol of modesty. Jeans, T-Shirt, polo shirts, Shorts, leggings & jeggings, skirts, capris, lehenga cholis, palazzos ,sneakers and slippers are not allowed during their teaching or attending a meeting or on official duty/ assignment



As per the UGC Regulations regarding measures for the maintenance of standards in higher education (Ref. No: F.3-1/2009 dated 30 June 2010) whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she seeks to inculcate among students must be his/her own ideals. The guidelines further advise to manage the private affairs of the teachers in a manner consistent with the dignity of the profession.

8. Identity Card

ID card shall be given to all members of the staff at the time of joining. Employees shall wear their ID card while they are in the campus and also during official duty outside. If ID card is lost, it shall be reported to the Vice Principal in charge of Administration and the cost shall be charged for replacement. Upon termination of services the ID cards shall be surrendered to HOD/ Principal.

9. Staff meeting: There will be regular staff meeting as desired by the Principal. However, there shall be a minimum of one staff meeting for teaching staff every Quarter; at least one meeting for administrative staff once in three months. There shall be joint meeting of staff whenever found necessary by the Principal. It is part of the duty of the teachers and staff to attend the staff meetings when convened. Any exemption from attending the staff meeting should be obtained directly from the Principal. Non participation in staff meeting without specific reason is considered as wilful insubordination.

10. Grievance Procedure: The College Management is an equal opportunity employer and is committed to fair practices in all aspects of governance and administration. If an employee faces any difficulty or has a complaint, he/she should approach his/her immediate supervisor. If it is not redressed at the immediate supervisory level, he/she has the right to bring it to the attention of the Principal. If it is not resolved at the Principal level, the employee can approach the Grievance Committee constituted by the Manager. The Principal, may desirable may refer the matter to the Grievance Committee, if desired.



The employee can choose to take a representative to present his/ her case to the Grievance Committee or to the Manager if found necessary. The representative thus chosen shall in all ordinary cases be an employee of College.

11. WELFARE OF EMPLOYEES

Archeparchy of Kottayam cares about its employees and employee welfare is of utmost important. Apart from complying with statutory requirements on basic benefits, we strive to enhance the quality of life for our employees. Different types of benefits are provided to employees based on their needs, in order to realize the target of balancing life and work.

11.1 Free internet: Free internet on campus will be available to all the staff of the College for academic purpose. However, any misuse of the internet facility will be viewed and dealt with seriously as an offence. User name and password shall be provided to each of the faculty member and it is the responsibility of the teacher and staff to keep the password intact. Faculty member has the full responsibility of browsing using his username. The use of IT enabled infrastructures should be in accordance with the IT policies.

11.2 Reprographic Facilities: Free reprographic facilities on campus will be available to all the staff of the College for academic purpose. However, they shall not use these facilities for their personal needs.

11.3 Residential Facilities: The staff can avail the residential facilities on campus subject to availability. The person(s) in need shall approach the Manager through the Principal for the allotment of residential facilities.

11.4 Food and beverages: The staff of the college is provided with food and beverages at the College canteen subject to availability. Those who want to enjoy this facility shall contact the canteen manager directly.



11.5 Physical fitness and Recreational facilities: All the facilities for recreation and physical fitness can also be enjoyed by the staff of the College. They can join playing indoor and outdoor games or can get trained in multi-gyms subject to availability.

11.6 Staff Tour: Every year the staff can organise a tour to enhance quality of informal and personal bonding with all members.

11.7 Group Insurance: Facility for enrolment in a suitable Group Insurance scheme for all staff may be provided by the College. The cost of insurance (premium) has to be incurred by the respective faculty who wishes to join the scheme.

11.8 Health Insurance: Facility for enrolment in a suitable Group Health Insurance scheme for all staff may be provided by the College with the cost of insurance premium has to be incurred by the respective staff.

12. GENERAL RULES for teachers and staff other than in the aided stream.

12.1 Eligibility for Leave

- a) All regular employees and teachers shall also be entitled on medical grounds or other genuine grounds for leave without pay and allowances (LWA) for a period not exceeding one year. Extension of such leave shall be the sole discretion of the Manager.
- b) All employees and teachers, except those working on guest, contract or daily wage basis, are eligible for Casual leave of 15 days in the case of vacation staff and 20 days in the case of non-vacation staff in a Calendar year. However, casual leave shall not be sanctioned for more than 5 days consecutively at a time.
- c) Recommendation of leave shall be the discretion of the HoD/ supervisor.
- d) Leave of all kind of the teachers and other staff of the aided stream shall be governed by the government rules in force.

12.2 Leave Sanctioning Authority



- a) Leave of all teachers and staff, except Casual Leave, Duty leave and the on duty leave shall be sanctioned by the Manager on the recommendation of the Principal with suitable substitute arrangements. Application for casual leave, recommended by the HOD has to be submitted to the Principal. The faculty members should make arrangements to engage his/her hours on the days of leave. The Principal himself/herself or the person to whom the duty is delegated should maintain a Register (CL Register) for making entries of casual leave availed by each employee.
- b) Medical Leave will be sanctioned only on producing the medical certificate from a competent medical officer.
- c) Leave of the Principal shall be sanctioned by the Manager with suitable substitute arrangement.
- d) No leave shall be sanctioned without ascertaining the eligibility of the applicant from the leave account register maintained for the purpose.
- e) The teachers of the colleges are permitted to participate in Seminars, Conferences, refresher courses etc conducted by Universities, Colleges, Research Institutions and professional organizations of teachers like Indian Association of teachers etc. anywhere in India with prior permission from the Principal subject to the condition that such participation will be treated as duty leave and an employee can avail a maximum of 10 days in a calendar year. However the teacher should make the necessary arrangements to engage her classes during those days.
- f) It is the responsibility of the faculty members to take part in the examination work relating to the conduct of examination by Universities to which the college is affiliated. The teachers should do the invigilation duty as appointed by the Principal without fail. Any negligence in invigilation shall be considered with due seriousness.
- g) It is the responsibility of the HoD and the Principal to make sure that duty leaves of teachers does not affect the teaching-learning in the College. Principal shall not depute teachers for valuation duties of the universities in excess.
- h) Recent Government orders state that Examination work relating to the conduct of examination, by Universities to which the college is affiliated, of only regular students is the part of normal duty. Hence a maximum of two days duty leave shall only be granted for valuing core/complementary/elective answer scripts of a course per semester and a maximum of 4 days for Common papers in the case of special home valuations. However faculty members shall attend the centralised camps organized by the University with permission from Principal.



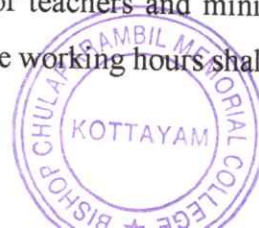
- i) While applying for on duty leave, faculty should clearly specify the name of the examination and the course title and shall make necessary adjustments to engage his/her classes in his/her absence.
- j) In the case of Science departments, HoDs should intimate the Principal in writing at the beginning of every academic year the number of days for which practical examinations has to be conducted in each department, semester-wise. A maximum of 1.5 times of these day will be granted as duty leave for that department, all faculty members clubbed together, for the purpose of conducting practical examinations in other colleges.
- k) The maximum of one or 33% of the permanent faculty shall be allowed to go on casual leave or duty leave or on duty leave at a time from a department. The precedence in granting leave shall be decided by the Principal and every staff is supposed to follow it.
- l) Faculty members shall apply for Duty Leave, On Duty Leave etc atleast one day before the day. Request for leave on the same day shall be rejected.
- m) The Principal shall reject the leave application, duty leave or on Duty leave, for participating in exam related matters of autonomous colleges where none of our faculty is appointed in Board of Studies or the academic council.

13.. Political Activities of Staff

Staff members have the freedom of getting involved in the political parties of their choice. However political activities during the working hours of the college should be avoided. Staff members shall not post or forward political messages in social media during the working hours of the college. Infrastructure and the facilities at the college shall not be used for any political activity. However, while dealing with students, staff members shall not be influenced by any political believes.

13.1.. Teacher Organizations

Every faculty member is encouraged to participate in the activities of subject based professional and research organizations. It will be considered as a reputation for the college when our faculty members serve as office bearers in such organizations. Teachers have the freedom of joining and participating in the activities of the organizations of teachers and ministerial staff. But involving in the activities of such organizations during the working hours shall not be allowed.



Such organizations if any functioning in the college, should get the prior permission from the Principal and Manager/Secretary/Pro-Manager in organizing meetings even if it is held after the working hours. If meetings are held during working time, 9.20 am to 4.20 pm for the faculty members and 10.00 am to 5.00pm for the non-teaching staff, disciplinary action shall be initiated.

13.2 Deputation

- a) Regular employees may be deputed for official seminars, conferences, meetings, official assignments etc with or without pay, by the Principal on the basis of a request by the concerned employee and recommended by the immediate supervisor / HoD along with valid documentation.

Provided that such deputation shall not exceed one month, unless, such a situation warranted otherwise in exceptional case. In such case prior permission of the Manager may be obtained.

13.3.Travelling Allowances and Daily Allowances

- a) All employees of the College are entitled for travelling allowances and daily allowances for performing official duties at such rates/ slabs as may be fixed by the Management from time to time.
- b) All such bills, except that of the Principal, Bursar, Secretary and the Manager, shall be recommended by the HoD/ supervisor officer.

13.4. Working Days and Hours

- a) Regular academic programmes will be conducted five days in a week i.e. Monday to Friday from 9.30 am to 3.50 pm.
- b) Weekend academic programmes will be conducted on Saturday, and/or on specific days and timings with the approval of the Principal
- c) Working hours for non-regular academic programmes will be decided by the Faculty/ Department concerned offering the courses and programmes with the approval of the Principal.
- d) All public holidays declared by the government of Kerala and the University will be holidays for the College. However if any faculty is taking special classes on these days, it should be intimated to the Principal in advance.



13.5. Review of the working and academic activities

- a) The functioning and academic programmes and activities of each College may be reviewed every year, by the teachers at an Annual Academic Planning (AAP) Meeting in the beginning of the academic year.
- b) The functioning and academic programmes and activities of the College may be reviewed once in every three years by an expert committee appointed by the Management

14. Inspection of the College by the Management

- a) The Management may cause an inspection, to be made by such person(s) as it may direct, of the whole College, departments, its buildings, fixtures and fittings, laboratories, equipment, facilities and centers as also teaching, learning, evaluation and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the activities, administration and/or finances of the College.
- b) The Management may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the College to the Manager, The principal and the secretary and the Principal who shall communicate the same to the College Council and the faculty and non-faculty staff.
- c) The College Council and the faculty and non-faculty staff shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action and communicate to the Management the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- d) Where the College Council, the faculty and non-faculty staff and/or the Principal do not, within a reasonable time, take any action to the satisfaction of the Management, the Manager on the advice of the Management, may after giving due consideration to the explanation furnished or representation made by the concerned party to it, issue such directions as it may think fit and the Principal shall comply with such directions.

15. FUNDS, ACCOUNTS. AUDITS AND ANNUAL REPORT

- a) The accounts of the academic activities and programmes of the College shall be maintained and operated by the Principal in the name of the College.



- b) The general accounts of the college shall be maintained and operated by the Manager/ Secretary/Bursar/Pro-manager in the name of the College.
- c) The accounts of the College shall be kept in such forms as may be laid down by the Management and shall conform to the rules, if any, prescribed by the Management/ Government.
- d) All the accounts of the College shall be open for inspection by the Management.
- e) The annual financial statements and accounts shall be audited by the Chartered Accountant nominated by the Management.
- f) Annual Report of all the activities and programmes along with the Audit Reports of the accounts shall be submitted to the Manager by the Principal within five months of the closure of every academic year.
- g) The Manager in turn shall submit it along with the audited report of the general accounts of the college to the Management within six months of the closure of every academic year.

PART II: Duties and Responsibilities

Principal

1. Supervision over Teaching staff and Non-teaching staff and maintenance of discipline in the institution.
2. Internal transfer of Attenders from one department of study to another in consultation with the Office Superintendent and Bursar.
3. Sanction casual leave, Special Casual Leave, duty leave and on duty leave according to the various provisions laid out in the HR policy and instructions from the Government and other higher authorities.
4. Making necessary entries in the Service Book
5. Preparations of confidential report about every employee of the college.
6. Reconstitution/formation of various academic committees in consultation with Bursar.
7. Preparation and disbursement of all salary bills, of teaching, non-teaching and guest faculty.



8. Purchase of items using the government funds as per the store purchase manual 2013 and subsequent amendments.
9. Replying to all the queries from Directorate of Collegiate Education, Office of Deputy Director of Colleges, Universities, UGC and other government departments.
10. To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
11. To sanction expenditure and purchase from PD account of the Principal, observing conditions stipulated in P.D. Rules and Store Purchase Rules.
12. Principal of the college is the custodian of one set Keys of one lock of the Cash chest and keys of other lock should be under the custody of the Head Accountant so as to enable them to open the cash chest jointly only. In other words either the Principal or the H.A. should not be able to open the Cash chest alone. .
13. Month-wise preparation of DCB (Demand, Collection, Balance) statement of fees from students and sending to the Director of Collegiate Education.
14. Supervision over students and maintenance of discipline in the college.
15. Declaring Saturdays as working days to make up the deficiency of number of academic working days.
16. To make final decisions on class promotions and detentions of students keeping in view of the rules stipulated by the Govt. and University from time to time.
17. To declare holiday for the institution due to contingencies and compensate the same afterwards. In case the holiday is declared for whole day or more, necessary permission has to be secured from the Collector.
18. Issue TC and Conduct Certificate. Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of right.
19. Principal is the appellate authority as the Right to Information Act.
20. Submit 24Q and other income tax related documents.
21. Responsible for the deduction of TDS prior to disbursement of salary



22. The other duties which are important to the functioning of the College.

- a) The Principal shall be the Ex-officio Chairman, unless otherwise specified by these Rules, Statutes and Bylaws and shall be entitled to be present at and to address any meeting of any Authority, council or body of the College, but shall not be entitled to vote there unless he is a member of the Authority, council or body concerned.
- b) The Principal shall have the power to convene or cause to be convened meeting of the various Authorities, Boards and Committees of the College, of which he/she is the Chairman, if deemed so.
- c) In the event of equality of votes at any meeting of the College Council or of any other Authority, council or body at which the Principal is the Chairman, he/she shall have and can exercise a casting vote
- d) It shall be the duty of the Principal to ensure that the provisions of the Regulations, the Rules, the Statutes and the Bye-laws are faithfully observed and carried out, and he shall have all powers necessary for this purpose.
- e) It shall be the duty of the Principal to see that the proceedings of the College are carried on in accordance with provisions of the Regulations, the Rules and the Bye-laws and to report to the Manager and the Management every proceeding which is not in conformity with such provisions
- f) The Principal shall have the right of visiting and inspecting departments, labs, libraries, centers, and other offices/ facilities maintained or established by the College.
- g) The Principal shall supervise all academic affairs such as curriculum planning and implementation, faculty input, temporary hiring/ engaging faculties, and evaluation;
- h) If at any time, the Principal is satisfied that an emergency has arisen requiring him to take immediate action involving the exercise of any power vested in the College Council or other Academic Body of which Principal is the Chairman may take such action as he/she deems fit in consultation with Bursar, and shall, at the next session of the meeting of the concerned body as the case may be, report the action taken by him



- i) If the Authority concerned as mentioned in clause above is of the opinion that the action ought not to have been taken, it may refer the matter to the Manager/Secretary/Pro Manager, whose decision thereon shall be final.
- j) The Principal shall be responsible for the Admission of students in merit quota in the college
- k) All powers relating to the proper maintenance of academic environment, ambiance and discipline of the College shall be vested in the Principal.
- l) The Principal shall have the power to re-delegate some of his powers to any one of the Vice Principal or his subordinate officers with the concurrence and approval of the Manager/ Secretary/ Governing body.
- m) The Principal shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.
- n) The Principal shall be present in the campus as far as possible. He/ She may avail leave, if any, with prior written permission from the Manager by ensuring substitute work arrangements.
- o) To maintain and be the custodian of all academic documents, examination and evaluation related documents, service records, other office records and government funds and such other property of the College;
- p) To conduct the official correspondence on behalf of the College;
- q) To issue or direct to issue notices convening meetings of the authorities of the College and all Committees and Sub-Committees appointed by any of these Authorities;
- r) To maintain the minutes of the meetings of all the Authorities of the College and of all the Committees and Sub-Committees appointed by any of these Authorities;
- s) To represent the College in suits or proceedings by or against the College in Academic matters or depute his/her representatives for this purpose;
- t) To enter into agreement for academic collaboration, faculty and student exchange and development, Campus placements etc with the approval of the Manager,



- u) To sign documents and authenticate records connected with Academic matters on behalf of the College;
- v) To be responsible for the audit of the official financial flows and records;
- w) Ensure safety and security of the people and the property on the campus jointly with the Manager
- x) Liaison with University, UGC, Regulatory bodies and local, state, and central governments
- y) Public relations with the media, community and the public in general
- z) Student services such as disability services, remedial coaching, career counselling, placement service etc.
- aa) Be responsible for the academic support and co-curricular activities in the College.
- ab) Arrange and encourage the teachers for participating in the “Faculty Improvement Programmes (FIP)”
- ac) To perform such other duties as may be specified in the Regulations, Rules and Bye-laws or as may be assigned by the Governing Body, Manager or the Management from time to time.

Bursar

The bursar shall be the representative of the Manager on the campus. Hence the Principal shall consult him in cases of any issues he/she feels to be as appropriate.

Duties and Responsibilities of Bursar include

1. To sanction on merit in individual cases, renting of College Building and Auditorium.
2. To sanction on merit in individual cases, allocating of College Building and Auditorium for activates of the students.
3. To disbursement of salary of staff appointed by the Management. Such employees shall obtain the permission of the Bursar prior to getting any sort of leave.
4. To supervise Teaching staff and Non-teaching staff appointed by the Management.



5. To make arrangements for the proper use, safeguard and minor repair of the buildings, office, canteen, vehicles, laboratories, computers and network, libraries, reading rooms, equipments, facilities and properties of the College
6. To make alteration of the property, Infrastructure, major Facilities and other properties of the college with the approval of the Manager;
7. Preparation and submission of confidential report about the teaching, non-teaching staffs of the college.
8. Responsible for the submission of documents related to EPF and ESI of staff hired by management.

Vice Principal(s)

The College shall have a maximum of three (03) Vice- Principal(s) as decided, created and appointed by the Management, from time to time.

The Vice- Principal(s) shall be whole time salaried faculty members of the College and shall be appointed by the Manager on the recommendation of the Principal and Bursar. When the office of the Vice Principal is vacant or when the Vice Principal is absent by reason of illness or any other reason, the duties and functions of the Vice Principal shall be performed by such other person as may appoint for the purpose by the Manager.

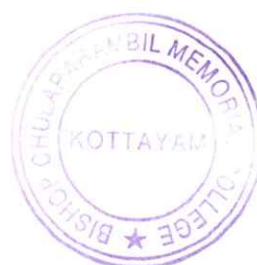
The Vice- Principal shall assist the Principal, with delegated powers, if any, in all his/her duties, independently or collectively.

The Vice- Principal(s) shall all the following duties and shall have other powers and responsibilities as may be delegated by the Manager, the Secretary (Corporate Educational Agency of Colleges, Archeparchy of Kottayam), the Principal, or the Bursar within the provisions of the Rules, Regulations and Bye-laws.

The following are the powers, duties and responsibilities of the Vice Principals. However, Manager himself or the Principal in consultation with Manager shall entrust and/or revoke the powers or entrust more duties as and when needed without any prior notice.

Powers, duties and responsibilities

- a) Shall coordinate the activities of the HoDs.



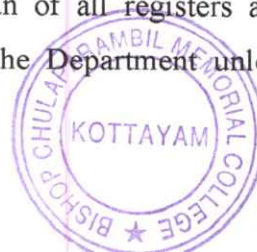
- b) Shall ensure that time table and academic schedule are prepared as per syllabus and curricula.
- c) Facilitate with the HoDs to ensure timely availability of visiting, guest and/or substitute teachers wherever and whenever necessary.
- d) Shall ensure the timely entry of the attendance in the portal.
- e) Facilitate academic tie-ups and collaborations wherever possible and needed.
- f) Shall assist the Principal for the student academic services such as remedial coaching, career counseling, placement service etc.
- g) Shall coordinate the smooth working of the office and ensure its effective functioning.
- h) Shall assist the Principal in admission related matters.
- i) Shall Assist the Principal for the proper maintenance and discipline of the Campus.
- j) Help and support the Principal for all the co-curricular activities in the College.
- k) Shall ensure the effective utilization of the library.
- l) Shall Assist the Principal to maintain the minutes of the meetings of all the authorities of the College and of all the Committees and sub-committees of the College.
- m) Shall ensure timely and correct entry of internal marks in the university portal.
- n) Shall co-ordinate research activities of the college and motivate teachers and students to do research; and publish papers, articles and books.
- o) Shall co-ordinate the alumni activities and the extension activities of the college.
- p) Shall assist the Principal for effective Public relations with the media, community and the public in general.
- q) Shall ensure that the students and the faculty abide with the dress code and code of conduct of the institution.
- r) Co-ordinate the activities of the college union and its election.

Heads of the Departments



Duties of Head of Departments

- a) To assist the Principal in maintaining proper academic atmosphere and discipline in the College.
- b) To design the Vision and Mission of the Department in consultation with the faculty in the Department.
- c) To lead and manage the Department.
- d) To be in charge of the functioning of the Department in academic and administrative matters.
- e) To propose the annual plans/master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal for submission to funding agencies.
- f) Preparation of Department Time Table and allocation of topics as per syllabus. HoD should also ensure that classes are engaged as per the time table.
- g) Publish monthly attendance of the students in all the classes and forward name(s) of students having shortage of attendance to the Principal before 5th of every month to confirm continuity of e-grantz and other formalities.
- h) Submission of study tour proposal through Principal 20 days in advance, for onward submission to Director of Collegiate Education.
- i) Identifying the eligible students for various 'New Initiative' programmes with the assistance of the Co-ordinator of the Programmes. He is responsible for classifying the students as advanced learners, mediocre and slow learners based on a screening test.
- j) Depute Teaching Staff / Non-Teaching Staff (if permissible) for accompanying the study tour. One teacher must be a lady, if girl students are there.
- k) Assessment of the Confidential Reports of the subordinate teaching staff.
- l) Ensure that sufficient explanatory notes have been given in the confidential report.
- m) Observe other CAS norms for finalizing the API scores of the teachers in the Department.
- n) Hold departmental meeting at least once in a month and record the same in the minutes.
- o) Conduct Department / class-wise PTA meetings.
- p) Maintain leave register for all the staff in the Department. Make proper entries in the leave register while forwarding the leave application to the Principal.
- q) 17. The Head of the Department will be custodian of all registers and maintain Department Stock Register for various stores in the Department unless it is not



- delegated to the subordinates. (Viz Books, Computer & IT equipments, chemical, furniture, alcohol etc.)
- r) Maintain proper account for assistance received from College PTA.
 - s) Submit proposals for newly started courses (if any) in the Department for procuring books, e-journals, other equipments etc.
 - t) Allocate mentors to students in the department and monitor the mentoring sessions.
 - u) Soft copy of all the documents submitted to the Principal may be kept in HoD's custody for future reference.
 - v) HOD must ensure that the subordinate staff submits their leave application in advance and 'On Duty Certificate' etc. soon after rejoining duty.
 - w) Communicate all the information received from the Principal and decisions of the College Council to the staff and if required to the students.
 - x) Attendance and CE marks of the students are to be published in the Department notice board and the complaints, if any, are to be resolved in time and then.
 - y) When on leave / transfer / retirement, the HOD shall hand over the charge to the next senior most faculties in the department and the matter shall be intimated to the Principal well in advance.
 - z) Teachers, NTS, HOD's and Principal must send letters and other representations only through proper channel to the higher authorities. Submission without observing the above will be considered as insubordination which will lead to disciplinary action against the employee. All submission to the principal must be routed through the HoD concerned. HOD shall submit important documents (like internal assessment marks to be sent to University, study tour proforma, list of books to be purchased in the Department, proposal for acquiring various items in connection with starting of new courses etc) to the Principal in a submission register, which will be recorded in the inward register maintained in the College Office.
 - aa) Subordinate staff should endorse their leave applications, Duty Certificate, other applications, Proposals, Internal assessment marks, and request for purchase of books and articles, specimens etc with HoD before submit the same to the Principal
 - bb) Responsible for maintaining all the documents.
 - cc) Responsible for replying to various queries by the Principal and from the Office.



Part II: TEACHERS OF THE COLLEGE

1. Appointment

- a) The Management shall be competent to institute adequate Professorships, Lectureships and such other teaching and research posts as required by the College on the basis of the proposals of the Principal from time to time.
- b) They shall be appointed by the Manager on the advice of the selection committee appointed for such purposes as per the UGC/Govt./ University Rules and guidelines, and that of the regulatory bodies if any, in this regard from time to time and also in accordance with the Rules of the College
- c) Teaching posts in the government aided posts shall be appointed as per government Rules and as per the provisions laid down in the respective University Act, Rules and Bye-laws
- d) The emoluments and other terms and conditions of service of the Teachers other than that of the government aided posts shall be as fixed by the Management as per the Rules of the College
- e) The age of superannuation of the teachers in the government aided posts of the College shall be as per the government orders in force.
- f) Eminent Professors/ Visiting Professors/ Specialist Lecturers/ Coaches etc may be engaged on consolidated pay package and other terms and conditions by the Principal in consultation with the Manager on the recommendation of the Departments, on contract basis as and when required.

2. Duties and responsibilities of the Teachers:

The following shall be the duties and responsibilities of the Teachers of the College:

- a) Shall engage classes, practical, projects, internships and all other and similar academic duties and activities as entrusted to them by the HOD/ Principal as part of the College academic programme
- b) Shall engage add-on academic programmes, activities and assignments as and when required and/or assigned to them by the HOD/ Principal



- c) Shall conduct periodic and continuous evaluation and assessment of the course content handled by them and the report the status and progress of each student
- d) Shall conduct regular and periodic class tests, internal evaluation, projects and assignments including its question paper setting, invigilation, valuation of answer scripts, conduct of viva/ open defence (if any), tabulation of mark list as per rules under the guidance of the HOD/ Principal
- e) Conduct remedial coaching for deserving students in consultation and/or as directed by the HOD/ Principal
- f) Take attendance of each class and ensure discipline of all students; and also report incidents of indiscipline, disputes if any of the students
- g) Initiate, Participate and motivate students for co-curricular, extracurricular and similar student support and academic support programmes and activities inside and outside the College
- h) Attend FIP and other academic improvement programmes and activities regularly as a prerequisite for promotions and career advancements
- i) Engage in active research activities, publish articles in journals and publish books, attend seminars and present papers
- j) The Visiting Professors/ Specialist Lecturers/ Guest Lecturers/ Coaches shall engage specific topics / portions in the syllabus and other duties/ activities/ programmes as entrusted to them by the HOD/ Principal as part of routine academic and other programmes of the College.
- k) Shall conduct periodic and continuous evaluation and assessment of the course content/ programmes handled by them and the report the status and progress of each student
- l) Shall conduct mentoring sessions of the students assigned to him/her.

Part III: NON-FACULTY STAFF

1. Appointment

- a) The College shall have adequate number of Non-faculty Staff as decided by the Management from time to time on the recommendation of the Principal.
- b) They shall be appointed by the Manager as per rules
- c) The emoluments, superannuation and other terms and conditions of service of such staff appointed for aided stream in the College shall be as per the Govt./ University Rules in force.



- d) The emoluments, superannuation and other terms and conditions of service of other staff of the College shall be decided by the Management as per Rules of the College

2. Duties and responsibilities of the Non-Teaching Staff

- a) They shall work as per directions and allotment of work by the Principal and shall work under the direct control of the supervising officer/ HoD in the concerned section/ department/ branch/ facility/establishment.
- b) The office staff shall maintain a Personal Register (PR) and shall report to the immediate supervising officer(s) and the Principal

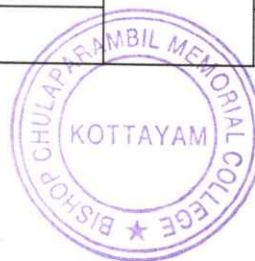
Part IV CLASSIFICATION OF EMPLOYEES

1. Grouping of Employees:

No.	Group	Category
a	College Authorities	Management/ Governing Body / Manager
b	Class I	Principal and Vice Principal(s)
c	Class II	All Employees/Staff in the cadre and package of Professor
d	Class III	All Employees/Staff in the cadre and package of Associate Professor
e	Class IV	All Employees/Staff in the cadre and package of Assistant Professor
f	Class V	All other staff

2. Eligibility of TA/DA and other Allowances – Classification-wise

No.	Group	TA	DA	Other Allowances
a	College Authorities	II A/C or Airfare or Taxi fare	Actual	Actual
b	Class I	II A/C or Taxi fare		Actual
c	Class II	III A/C		Actual



d	Class III	Bus/ Train III A/C)	As per Govt. Rules	Actual
e	Class IV & V	Actual – Bus/ Train		Actual

Note:

- a) Airfare will be allowed with prior permission from the Principal/ Manager
- b) Actual expenses will be reimbursed on production of original receipts.
- c) Accommodation charges outside the state will be reimbursed as permitted by the Manager and on production of original receipts
- d) Taxi fare will be reimbursed as permitted by the Manager and on production of original receipts
- e) Special Allowances if will be reimbursed as permitted by the Manager and on production of original receipts



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