

[Human Resource Policy Manual]



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PREFACE

This Handbook on HR Policy covers all the Staff - Faculty Members and Administrative Staff on permanent rolls of Marian College Autonomous and does not cover those appointed on ad hoc basis and those on contract. While the College has carefully considered the plans, policies, procedures and guidelines described herein, the Management reserves the right to modify, suspend, revoke, terminate or change any or all of such plans, policies, procedures and guidelines, in whole or in part, at any time, with or without notice. The language set forth in this handbook is not intended to create, nor to be construed to create, a contract of any kind between the College and any or all of its employees.

In addition to this HR policy manual, various departments, units, offices, or divisions within the College community may, with the approval of the Office of Human Resources (HRO), periodically issue and/or change guidelines, rules, and/or manuals from time to time which pertain solely to the conduct of their individual area/ department/ schools of studies. Employees in that area are subject to such guidelines, rules and/or manuals and are expected and required to understand and abide by them.



CHAPTER 1

GENERAL INFORMATION

Patron	H E Mar Jose Pulickal
Manager	Very Rev Fr Bobby Alex Mannamplackal
Administrator	Very Rev Fr Joseph Ponganthanam
Principal	Prof Dr Ajimon George
Vice Principals	Dr. Rajimol A Fr Dr Shaiju K S Dr Joby Cyriac
IQAC Coordinator	Dr. Binu Thomas



GOVERNING BODY

1	Very Rev. Fr. Bobby Alex Mannamplackal	Chairman
2	Dr. C V Ananda Bose IAS (Retired)	Chairman, Public Sector Undertakings Government of India New Delhi.
3	Dr. V Venu IAS	Principal Secretary Department of Higher Education Government of Kerala.
4	Dr. J Philip	Chairman XIME, Bangalore.
5	Dr. Jayasree Menon Kurup	Nominee of UGC.
6	Dr. J Rajan	Member, KSHEC Nominee of State Government.
7	Prof. Harikrishnan P	Nominee of University.
8	Dr. Jose Kallarackal	Consultant Scientist Formerly Scientist G, KFRI.
9	Dr. Jose James D Sc.	Former Registrar Mahatma Gandhi University.
10	Rev. Fr. Joseph Pongathanam	Administrator Marian College Kuttikkanam Autonomous.
11	Dr. Chackochen J Njavallil	Associate Professor Research & PG Department of Commerce Marian College Kuttikkanam Autonomous.
12	Dr. Soosy Joseph	Associate Professor Department of Hindi Marian College Kuttikkanam Autonomous.
13	Dr Ajimon	Professor and Principal. Marian College Kuttikkanam Autonomous.

BOARD OF MANAGEMENT

No:	Name
1	HE Mar Jose Pulickal (Chairman)
2	HE Mar Mathew Arackal
3	V Rev Fr Joseph Vellamattom
4	V Rev Fr Bobby Alex Mannamplackal



5	V Rev Fr Kurian Thamarassey
6	V Rev Fr Martin Velliamkulam
7	V Rev Sr Mary Philip SH
8	Rev Fr Joseph Ponganthanath
9	Rev Dr Roy Abraham P
10	Rev Fr Thomas Kunnathupurayidom
11	Dr Jose James
12	Rev Dr Reji Pazhoor
13	Mr Joseph M Kallivayalil
14	Mr George J Mathew
15	Dr Mendus Jacob
16	Adv V C Sebastian
17	Mr K C Dominic
18	Dr Jose Kallarackal
19	Mr Jose Manuel Vattakkatt
20	Prof Sheela Kuncheria C
21	Rev Dr Shaiju KS (Secretary)



HISTORY OF THE COLLEGE

Marian College Kuttikkanam (Autonomous) was founded in 1995 and is affiliated to the Mahatma Gandhi University. It is owned by and managed by the Catholic Diocese of Kanjirappally through the Peermade Development Society. Marian has a unique and enviable history that it gained autonomy in a span of 20 years. At present, the College offers 20 programs, including integrated and doctoral programs. Marian was the youngest accredited College in India in 2003 and at present, the College is re-accredited with a CGPA of 3.52/4 by the National Assessment and Accreditation Council (NAAC) in 2014. The College won the prestigious status of the College with Potential for Excellence (CPE) from the University Grants Commission in 2009 and 2014 and also ranked 84th in NIRF 2018.

At Marian, from its inception, high standards of quality have been ensured in all pursuits. The wholehearted support from a cluster of passionate and learned instructors helped Marian to reach exalted academic heights. The commitment of the management has always sustained the academic quality endeavors through timely investment in infrastructure and learning resources. An environment has been created which is inclusive, sensitive and responsive to the needs of our stakeholders. The students are cared for at a personal level and this has paved way for a warm relationship between students and teachers. The College imparts knowledge with the intention of the right character formation of the students, and seeks to educate the whole person- intellectual, emotional, physical and spiritual, eventually achieving their holistic transformation.

The uniquely blended programs, offered with absolute sense of changing times and technologies prepare the students for the challenges that await them in their future. As a center of knowledge generation and empowerment, the College has always been on the forefront to take up new academic and co-academic initiatives. Transformative opportunities are created for developing the artistic and literary talents, life skills, personal health and well-being, ensuring a collaborative environment open to free exchange of ideas and critical thinking. Marian is a happening campus offering learning community with a wide range of extra mural activities to choose from.



The efforts to enhance teaching effectiveness through ICT integration has made teaching learning process more individualized, creative and dynamic. After the conferral of autonomy, Marian has evolved into a completely ICT enabled institution with reforms aimed at the qualitative improvement in the process of teaching learning. IT integration in the Marian examination system guarantees the confidentiality and accountability of the entire examination process here which is also an important component of the credibility and success of the College. Automated question paper generation, timely publication of results, partial automation of paper valuation etc. are some of the salient features of the system. When we moved into the Outcome Based Mode of Education in 2020, all the Semester End Examinations were automated.

Marian as an organizational citizen of India, inculcates social commitment in the students and simultaneously contributes to the local community through Campus Community Partnerships, Outreach Programs and critical interventions in the social issues of the region.

Vision:

“To be a transformational leader in education, facilitating and celebrating the full flowering of life in abundance”.

Mission:

- Facilitate an enriching scholastic experience focused on higher order thinking and competencies.
- Create avenues for developing artistic, literary and sports talents, life skills, personal health and well-being.
- Nurture a collaborative learning community, open to free exchange of ideas in which research, creative ideation, innovation and entrepreneurship flourish.
- Influence the educational sector by strengthening and innovating outcome- based learning and assessments, fostering multidisciplinary engagements and integrating technologies.
- Bring in a transformative impact on society - regional, national, and global- by attracting diverse talents and engaging with institutional partners.



Motto

Inform, Form, Transform

VALUES BEING CHERISHED IN THE COLLEGE

Marian being a socially committed higher education institution, focusses on providing quality education to our students through a holistic approach. We treat all our students as equals irrespective of religion, class, background, ethnicity or gender. We encourage them to develop capabilities to make self-assessments and to build a career and value systems through the enhancement of their knowledge and skills. Marian stands committed to instil scientific temper and quest for enquiry into her students so as to nurture them into competent, knowledgeable and socially committed citizens ready to face the challenges of the new world.

MARIAN CORE VALUES

We at Marian cherish the following values:

Respect: *Respect moves us to understand the gifts and unique nature and contributions of every person in the Marian learning community and to value diverse perspectives.*

Excellence: *Excellence commits us to challenge ourselves to utilize our God-given gifts - intellectual, social, physical, spiritual and ethical.*

Compassion: *Compassion compels us to stand with and embrace others in their sufferings that, together, we may experience God's liberating, healing and life giving presence.*

Service: *Service calls us to use our gifts, talents and abilities to advance the genuine well-being of our community and those we encounter.*

Hospitality: *Hospitality draws us to do our daily work with a spirit of graciousness that welcomes new ideas and people of all backgrounds and beliefs.*

Integrity: *Integrity gives us the ability to realize the greater good in our actions and programs and challenges us to look at our work and ourselves holistically and as one that united with nature and others across the globe.*

Diversity: *Diversity builds a community that fosters an environment that is open and welcoming diverse people, ideas, and perspectives; that promotes constructive discourses on the nature of diversity; and that engages faculty, staff and students in activities that promote the MCK's core values.*



Learning for life: *Learning for life, in the liberal arts tradition, encourages us to pursue knowledge and truth throughout our lives in ways that improve our communities and ourselves and that strengthen our understanding of each other.*

OFFICE OF HUMAN RESOURCES

The Office of Human Resources is committed to being a customer-oriented, human resources partner implementing good practices, policies, and programs that contribute to the College's vision and mission. The office will provide expertise through different training programmes to employees to excel in professional performance. The office will provide also regular services like, assistance to the Manager in the disbursement of benefits and compensation, programmes to ensure employee relations, opportunities for learning and development, and so on.

The HR Office will contribute to the goal of being a Catholic leader in higher education through these efforts, and by helping to balance the needs of our individual community members and those of the institution

The vision, mission and values of the office are stated below.

VISION

To position Marian College Kuttikkanam as an employer of choice by attracting, developing, and retaining a diverse, well-qualified, and effective workforce, guided by Catholic and Marianist values and traditions.

MISSION

The Office of Human Resources is a customer-oriented human resources management provider committed to identifying and implementing best practices, policies, and programs that contribute to our being a Catholic leader in higher education.

VALUES & BELIEFS:

- People are the most valuable asset of the College.
- People should be supported in doing a good job.
- People deserve to be treated with dignity and respected for their talents and for who they are.
- People need a work/life balance.
- People need to be recognized and compensated appropriately.
- People should be provided with opportunities to grow professionally, personally, and spiritually.



- Diverse people who come together in community create strong, vibrant organizations that benefit all.
- Catholic and Marianist values should permeate HR policies and procedures.
- In all employment opportunities equity and equal opportunity for both genders will be ensured.



VICE PRINCIPAL- HRD

Vice Principal in charge of Human Resources Development shall be responsible for strategic leadership, policy implementation, and maintenance and development of HR operational effectiveness.

EMPLOYEE RELATIONS OFFICE

Employee relations Office (ERO) headed by the Vice Principal in charge will be responsible for designing, planning, and implementing the employee relations programs, policies, and procedures within the College with the approval of Manager and Principal. The induction of new staff to the College is the responsibility of the ERO. The employee relations staff is expected to develop a strong understanding of specific requirements of each schools/ departments of study and the general work culture and employee relations activities in similar institutions.

The office shall work as an effective liaison between the employees and the Management of the institution. The Employee Relations Staff have to be available to answer questions of a general nature about HR, to serve as a sound board for issues and concerns, and to interpret the existing policy. The ERO will be available to Directors and HODs to assist with employee relations issues and to consult on other HR related issues.

LEARNING AND DEVELOPMENT

Learning and Development Department is responsible for coordinating and delivery of learning opportunities for employees at all levels. The Learning and Development Department shall be constituted under the Vice Principal and should consist of representatives from different departments or schools of study of the College. The staff in this area serves as a resource to leaders who seek training and development for their units or high-potential individuals. They provide individual coaching and focus group work and work closely with the employee. The L&D should also organise under itself the TLC (Teaching Learning Centre) and should organise appropriate trainings to equip the teachers with modern philosophies of pedagogy and use of ICT and other modern technologies in the teaching learning process. Teachers should also be trained in new methods of testing and assessment of students.

STAFFING ORGANISATIONAL STRUCTURE

HRO shall be responsible for requisitions, recruiting plans, advertising, resume flow management, organising selection procedures including interviews, preparation of appointment orders after verification of records, making job offers through the Manager, general advice and consultation. HRO shall also advice the incumbent regarding the position of his/ her appointment, reporting structures, basic leave rules and procedures. The Office shall be responsible for collecting required documents and give it to the Principal/Administrator for safe custody.

EMPLOYEE WELFARE AND BENEFITS

The HRO shall be responsible for developing welfare activities for the staff. The welfare activities should include holistic- spiritual, mental, health etc welfare of the staff. Arrange for insurance



benefits (health, dental, life, disability, accident compensation, etc.). The office should also take care of the loan applications of the employees.

INFORMATION MANAGEMENT

HRO shall be responsible for management reports, records management, website development and maintenance, department technical support, and data entry for employee information on the system. The office shall be responsible to enter the leaves availed by employees. The Vice Principal in charge can grant casual leaves for employees.



CHAPTER 2

EMPLOYMENT

DIGNITY OF PERSONS

So God created humankind in his own image, in the image of God he created them; male and female he created them (Gen 1:27)

One of the primary assertions of Marian in our religious and civil traditions is the inviolable dignity of each person. Recognition of and respect for every human person is central to our life as a Christian and academic community and are what allow us to pursue our common mission while being many diverse persons. Thus discrimination, harassment, and any other conduct that diminishes the worth of a person are incompatible with our fundamental commitment as a Catholic College conducted in the Marianist tradition.

Every person regardless of race, colour, creed, religion, ancestry, national or ethnic origin, sex/gender, age, or disability shall be treated with respect and dignity. No person shall be subject to any sexual, racial, psychological, physical, verbal or other similar harassment or abuse, or be denied equitable consideration in the activities of the College. However, being a Christian minority institution, to preserve its traditions and to further the achievement of its mission, the College maintains a preference for employing members of Catholic faith, without diluting the quality and qualifications ascertained for each position.

The quality of our campus life and community is dependent on the conduct of each of its members. The College expects that the behaviour of employees will reflect civility, decency and respect for oneself and others. While certain expectations are more fully elaborated in specific policies, overall guidance should be respect for the dignity of each person. Failure to observe these standards of behaviour will result in disciplinary action leading up to termination of his or her services.

DISABILITY ACCOMMODATION

The purpose of the Disability Accommodation Policy is to provide guidelines to the College that it would abide by the Rights of Persons with Disabilities Act 2016 and directives by Governments and Academic bodies. Additionally, this policy supports our intentions to increase access and inclusion for disabled persons in employment.

MANAGEMENT PREROGATIVES

The Directors, Coordinators, HODs, Teachers and other Staff members of the College are vested with the legal responsibility to operate, manage and direct its assets and employees to achieve objectives of the College.



The rights of teaching and non-teaching staff, to manage, direct, and control the assets of the College is essentially a management function and in no way supersede the right of the management to manage. This include, but are not necessarily limited to, the right to establish or change terms and conditions of employment, plan, control, and direct all of our operations, hire, transfer employees, maintain efficiency, and to determine and control the methods, processes and procedures used – which may or may not be explicitly stated in the handbook – deemed to meet objectives of the College.

Management in meeting its responsibilities need not necessarily exercise all of the rights reserved to it, or if it exercises them in a particular way, it shall not be deemed a waiver or relinquishment of its right to exercise such rights from time to time in ways that differ from this handbook. From time to time in the event that changes in this handbook are deemed to be in the best interest of the College, such changes will be published as revisions to this handbook for purposes of informing and communicating such changes to all employees of Marian.

The employee understands and acknowledges that Marian College Kuttikkanam, as the employer, from time to time, will make changes in the terms and conditions of employment contained in this handbook just as it will do so, from time to time, including modifications in pay.

The management has inherent rights in making alterations in this employees' handbook and the terms and conditions of employment, including the assignment of duties or the reassignment of the employee to a different position, with any appropriate changes in compensation.

EMPLOYMENT RECORDS

The Office of Human Resources is the primary custodian of the official employment records of all staff members employed at the College, both past and present.

Every staff member must report changes in personal status including name and address changes, so that the records properly reflect the current status of every person employed and so that official documents and informational bulletins can be sent on a timely basis.

As a matter of policy with regard to employee personal privacy will always be maintained. Internal access of employee information will be limited to those who have legitimate business reasons for the smooth conduct of the operations of the College. Information regarding an employee's home address and telephone number will not be released unless there is an obvious "need to know" or in case of an emergency. Employees' home addresses and telephone numbers will not be given to other employees for use in mailings.

The following information is designated as directory information and will be provided and verified: dates of employment, job title or position, and department. All other information maintained in the personnel file for all staff members is considered confidential and is released only after written request and consent of the employee. Information will be released to government agencies when required by legitimate legal authorities. Information may be disclosed in response to summons, judicial order or subpoena.



All reference checks by outside employers requesting information on current or former employees and verification of employment must be referred to the Office of Human Resources. The teaching Departments should not release such information. The Office of Human Resources is authorized to reply to inquiries by verifying dates of employment and termination and job titles and department.

The employee's personnel file shall be available for examination and review by the employee. Such review or examination shall take place during regular business hours in the Office of Human Resources in the presence of the record's custodian or his/her designee, and only upon prior notice. Employees will be required to sign a written form requesting access to his/her file and present valid identification.

EMPLOYMENT PROCESS

The following hiring procedures apply for all non-faculty positions at Marian College Kuttikkanam. Where indicated, the hiring procedures for the Research departments may differ. In addition, where indicated, certain procedures may only apply for exempt positions (e.g. administrative/ professional.)

General Information about the Employment Process

In selecting a candidate for a position, factors used in evaluating a candidate must be job related and non-discriminatory. Examples of job-related criteria include an evaluation of the candidate's experience, education, skills, abilities and knowledge. Examples of discriminatory factors include race, colour, creed, religion, ancestry, national or ethnic origin, sex/gender, or disability. If age, gender or disability constitutes a bona fide occupational disqualification, the matter shall be reported to the Manager through the Principal and approval must be obtained before proceeding to select a candidate.

It is advisable that reference checks be completed on the final candidate(s) before appointment. Supervisors must never contact the candidate's current employer/supervisor unless permission is obtained from the candidate. Upon request, reference checks will be made by the Office of Human Resources. In addition, the College might obtain a statement from the employee of not having any criminal cases trialled or pending against him or her.

Personnel Requisition and Essential Position Functions Form

When a vacancy for a non-faculty position must be filled, the position description must be created at least 30 days (1 month) before the recruitment begins. The position shall be reviewed for grade level and job classification before it can be posted. As far as possible higher positions shall be filled through promotion.

Recruitment/Advertising

As reflected in the Mission Statement, it is a goal of the College to ensure diversity among faculty, staff and students. Thus, it is important that we strive to recruit persons who reflect the diversity of the reasonable recruitment area.



For administrative and faculty positions, the head of the concerned department is required to discuss their recruitment plan with the Principal/ Manager. It is the normal practice of the College to advertise in appropriate newspapers and journals as well as on the web. When ready to place an advertisement, the hiring supervisor must contact the Manager for giving advertisement. All advertisements will include a brief job description and a list of required and preferred qualifications. In addition, all advertisements must be as per the prescribed format.

Receipt of Resume/Application

Applicants will apply electronically to the posting and submit their application as well as any required documents such as a resume, cover letter, letter of reference, etc. The search committee from the concerned department will access application materials online via HRO. Considering the needs of the department and giving provisions for diversity accommodation, the search committee of the department will shortlist eligible candidates for interview.

Pre-interview Process

The search committee has the responsibility of reviewing all applications and/or resumes received during the application process. Prior to interviewing, the hiring supervisor from the department must prepare a tabulated format of all resume and assign ratings for selection and the reason (if applicable) and a list of applications found not suitable. After the preparation of tabulated resume, the hiring supervisor from the departments shall request permission from the Manager and the Principal to conduct the interviews. The hiring supervisor shall fix up the time and venue for the interview in consultation with the Manager and the Principal.

If necessary, there shall be two rounds of interviews conducted. In such cases, the first interview shall be conducted at the hiring department level. The primary round of interview shall examine the suitability of the candidates' knowledge in the concerned subjects/ area. The shortlisted candidates shall be send for the second round of interview where the suitability of the candidate is further ascertained.

Interview Process

Interview questions must be designed to provide fair and objective evaluation of each candidate and should be developed in advance of committee interviews with candidates. The questions should be asked must be job- related and should be of similar difficulty levels. Objectivity must be maintained in the selection process. The weightage prescribed for interview shall also be included in the score calculated for selection. A narrative interview summary must be prepared by the hiring supervisor, specifying the job-related distinctions between candidates and list all relevant and job-related information, which contributed to the selection of candidate(s) over another. This hiring summary shall be kept confidential and shall be maintained by the HRO. A copy the interview report shall be submitted to the Manager for the final approval for the selection of the candidate(s) for appointment.



Hiring Proposal and Job Offer Process

After receiving the approval from the College Manager, a verbal offer of employment can be made to the candidate. When making the offer, the hiring supervisor must inform the candidate that the offer is contingent upon the successful results of the background check. An offer packet including the contingent offer letter and new hire paperwork will be sent by mail to the new hire. The hiring supervisor or upon his/her request the Office of Human Resources conducts any and all applicable background checks on the final candidate once they have received the signed authorization form from the Manager.

Joining Formalities

After the employment offer has been made, on the arrival of the incumbent the HRO meets the employee and assist him to complete the joining formalities.

1. Verify and collect relevant original certificates and documents
 - a. Degree certificates
 - b. Confidential report from the ...
 - c. NOC from the former employer if applicable
2. Requests following signed documents
 - a. Regarding absence of any criminal procedures
 - b. Absence of any contagious diseases
 - c. Non association with terrorist activities and groups
 - d. Willingness to abide by the norms and culture of the College.
 - e. Statement on continuity of service if required
3. Provide the following documents
 - a. Appointment order with relevant job descriptions signed by the Manager
 - b. Statement of benefits available – like accommodation, food, use of library etc
 - c. Permission letters to use library and lab & internet signed by the Vice Principal
 - d. Identity card within 7 days of joining.

It is the responsibility of the immediate supervisor to obtain the appropriate facilities, keys and equipment for a new staff member.

TEMPORARY EMPLOYEES

The College realizes the need for temporary or seasonal employees. In all cases, the Office of Human Resources should be contacted before any temporary employee is hired. Long term temporary positions (in excess of 90 calendar days) must follow the hiring procedures unless an exception is approved by the Manager/ Principal.

STAFF BACKGROUND CHECK POLICY

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. Marian College Kuttikkanam is a Catholic higher education institution and committed to the society. The College believes that it is important to hiring qualified individuals to positions contribute to the vision and mission of the institution.



The College conducts background checks on all full-time, part-time and temporary faculty and staff employees as well as non-employees who are not on the College's payroll, but are on campus serving in various roles such as, volunteers, contractors, visiting researchers, consultants, etc. The type of information that can be collected through background check includes, but is not limited to, a criminal background check, education, employment history, social acceptance, moral conduct and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

Background check shall be made to:

1. **NEW HIRES:** Background checks are required for all new hires. This includes all full-time, part-time and temporary faculty and staff employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until the Office of Human Resources has verified results of the background check.
2. **REHIRES:** A background check is required for all rehires that have been separated for longer than 90 days.
3. **NON-EMPLOYEES:** Non-employees who will be working on campus continuously for more than 90 days will be subject to a background check.
4. **EMPLOYMENT ON CONTRACT:** Background checks are to be processed if contract employers are engaged for more than 90 days on campus.

Verification of Background Checks

1. The results of the background check will be sent directly to the Office of Human Resources.
2. The College Manager will review the report. If any discrepancies or criminal history are noted, the Manager will notify the Vice Principal of Human Resources for final verification and determination.
3. If the background check is favourable, the Office of Human Resources will notify the Manager that the candidate is suitable to begin employment.

APPOINTMENTS

The appointment of all the staff – both faculty and supportive – shall be made by the Manager of the College. The appointment letters duly signed by the Manager shall be delivered to the incumbent from the HRO. The appointment letter shall briefly state the job responsibilities assigned to him/ her.

If a person is taken as a trainee, the training period shall be limited to 3 months to one year depending on the decision of the Management. The employee shall be made aware of the terms and conditions at the time of appointment.



INDUCTION

The induction of a new employee would take place during the first week, and the general process is as follows:

The new employee will meet the HR in-charge and s/he will give an overview of the organization, provide a handbook of the organization, diary, brochure etc. The HR will help the new recruit to go over the content of college website. The HR will also fix appointments with the Manager, Principal, Vice Principal, Directors (including Hostel), HODs, Librarian and Office Superintendent will apprise the new employee regarding the culture, expectations and the opportunities of the organization. Finally, the new employee will once again be apprised by the HR of the various rules and regulations of the college which all the employees are expected to observe. The new employee in turn shall sign the undertaking to the effect that he/she will obey the rules and regulations of the college then in force and also the future amendments if any.

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. But the probation period shall not exceed two years. In certain extra ordinary cases, especially in cases where senior persons are appointed as faculty, the management reserves the discretion to cancel / reduce the probation period.

At the end of the probation period, unless otherwise specified the employee in probation shall make a request to the Manager through the supervising officer and the Principal to the Manager to declare the probation over. Upon receiving request, the Manager within a period of one week 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.

PERFORMANCE APPRAISAL

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

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

Following types of appraisal are applicable to members of the faculty.

1. Self-appraisal in the prescribed format
2. Appraisal by the immediate supervisor
3. Joint appraisal based on the discussion between the employee and the immediate supervisor. However, it is the prerogative of the immediate supervisor to send the final appraisal report after due discussion with the employee.



4. Evaluation of teachers by students

5. Final evaluation by the Manager/Principal

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

- a) The service of an employee on probation is regularized.
- b) Promotion to the next level.
- c) Increment or merit raise

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

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

OPPORTUNITIES FOR PROMOTION: 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 skills for higher positions for which they are interested. An atmosphere conducive to exploring and acquiring additional skills must always be maintained.

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, (c) training, (d) education, (e) skills and abilities (f) commitment to the organisation.

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 and professional development.

Nepotism

Employment opportunities within the College are not and should not be based upon or influenced by family relationships. The College maintains policies designed to guard against employment relationships from which nepotism or charges of nepotism might arise.

DURATION OF EMPLOYMENT AND SEPERATION

Employment is not for any definite term unless otherwise specified. The applicable laws by the Government and the University will decide on the retirement age.



Resignation from service

The resignation process from service can be initiated by submitting a written notice of minimum one month in the case of support staff and three months' notice in case of teaching faculty. If resignation is requested without complying with the notice period, the employer can charge compensation for the said period.

Termination of service

Marian 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, a change in business operations, or other circumstances outside of the employer's control, the College might consider reducing the workforce.

EMPLOYEE RESPONSIBILITY:

1. Upon resignation, all employees are requested to submit a written letter of resignation addressed the Manager of the College and submitted to their immediate supervisor which is forwarded to the Principal and then to the Manager for approval. The resignation letter shall be kept with the Office of Human Resources prior to their last day of employment.
2. A no-due certificate (available from HRO) obtained and be submitted along with resignation letter to process the application for resignation.
3. Support/ non faculty positions - at least four working weeks of notice prior to the date of separation from service or salary of one month paid to the college.
4. Faculty positions - at least three months' notice prior to the date of separation from service, Or the salary for the remaining days shall be calculated and paid to the college.
5. The employee is asked to schedule a personal exit interview with Principal/ Vice Principal and complete an Exit Interview prior to leaving the institution.

SUPERVISOR RESPONSIBILITY

1. Upon receiving written notification that an employee is leaving, the supervisor is responsible for promptly completing the Personnel Action Form (PAF).
2. Personal Action Form (PAF) the supervisor and resignation letter are forwarded to the Office of Human Resources to start the exit process. The PAF should explain in brief the plan of the department to meet the resignation of the employee.
3. Before the employee separates from the College, the supervisor is responsible for completing the Employee Separation Checklist, which requires collection of College property, identification card, etc., and forwarding the completed form, along with the separating employees ID card, and submitted to the Office of Human Resources as the final step in the separation process.



HUMAN RESOURCES RESPONSIBILITY

The Office of Human Resources will collect and file all Employee Separation Checklists verifying that the separating employee has no outstanding obligation to the College.

1. Collect the resignation letter approved by the Manager and appropriately file it for record purposes
2. Obtain the no dues certificate duly signed from different offices.
3. File the exit interview report from the Vice Principal/ Principal and file it.
4. File the PAF from the supervising officer and initiate actions to fill the gap of the employee whose services are terminated.
5. Give back the original documents submitted by the employee on joining for service or later.

INVOLUNTARY SEPERATION

Supervisors and HRD strive to ensure that all involuntary separations are handled in a serious way and treats the employee with fairness.

1. Performance issues of the employees must be addressed as soon as they become apparent.
2. If performance issues do not improve with direction and coaching, supervising officer/teacher should alert their immediate supervisors for appropriate guidance and action.
3. If involuntary separation is due to egregious behaviour, the Vice Principal in charge of Human Resources should be requested to involve immediately. He shall issue a show cause notice to the concerned person in consultation with the Principal.
4. Depending on the behaviour, the first consideration is the safety and good fame of people and the second is protection of the College resources.
5. If the gravity of the action requires immediate involuntary termination as per the report of the Vice Principal the matter shall be intimated to the Principal and to the Manager for taking appropriate action.
6. An enquiry commission shall be appointed by the Principal on the advice of the Manager to report all facts without siding anyone involved in the case.
7. The enquiry commission shall be given appointment letters detailing him the areas to be enquired and with details of the prime accused.
8. The accused persons shall be given notice by the Principal to cooperate with the enquiry process and to give his/her version of facts.
9. Upon receiving the enquiry report the Manager together with the Principal will decide on further course of action with or without the consultation of legal experts.
10. Before the employee leaves employment, the supervisor is responsible for completing the Employee Separation Checklist, which requires collection of the College property, identification card, etc., and suggests other measures to ensure the protection of the College during separation.



11. The supervisor and HRO are responsible for promptly completing the Personal Action Forms (PAF) and obtaining all necessary approvals and signatures for the termination of services of the employee.
12. The HRO should take care to give smooth exit to the employee after completing all the formalities of termination.



CHAPTER 3

COMPENSATION MANAGEMENT

Wage and Salary Administration

Marian favours competitive, stimulating, and fair remuneration structures offering an overall competitive and attractive compensation package. Remuneration includes salary, any variable part of remuneration as well as social, pension and other benefits. Each department/ School of study will establish a compensation practice taking into account relevant external compensation levels as well as the requirement of internal fairness.

It is recommended to undertake regular surveys so as to gather relevant information on the remuneration levels practised in different autonomous colleges at the State and National level. Marian's policy is to strive to position itself as an employer offering remuneration levels above the average of the relevant benchmark. However, the remuneration is in the first instance determined by the capacity of the College to pay.

Wage and salary structures should be kept simple and avoid unnecessary complexity so as to provide effective compensation and reward. Remuneration structures should specifically facilitate flexibility so as to be able to adapt to the market conditions and individual needs. This means broad spans allowing sufficient flexibility to effectively reward high professional

Each position at the College is defined as teaching and non-teaching based on the duties and responsibilities of that position. Each position according to the classification and assigned duties might differ in range as per the decision of the office of human resources. The pay differences may be implemented there taking into consideration of the special demands of the department and the situations existing in the job market in addition to the differences in skills, experience etc. The office of human resources 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 other relevant bodies will be paid for all persons working in Marian.

PAY FIXATION OF FACULTY MEMBERS

These rules will be applicable to all faculty members in the Self Financing [S F] wing of the College. These may be supplemented or amended by the Board of Management (BoM) of the College as and when required. For any other matter relevant to the service conditions of the employees, not specifically covered in this Manual, as and when required, the institution may frame suitable regulations and incorporate that in this regulation. While modifying / amending



these regulations the College would consider the rules, norms and procedures as prescribed by the Central / State Government, UGC / AICTE/ M G University or any such appropriate regulatory bodies and would try to suitably adapt from such sources suiting to the institutional realities.

SELECTION OF FACULTY

There are two categories of faculty positions in the College. The first category is faculty members appointed as regular employees on a full-time basis. The other category consists of faculty members appointed on the basis of an agreement between the Manager and the Faculty which include adjunct faculty, guest faculty, visiting faculty, faculty on contract, ad hoc faculty and faculty interns.

FULL TIME – NEW APPOINTMENTS

Full time faculty members appointed on regular basis may be designated as Assistant Professor, Associate Professor or Professor as the case may be. The primary consideration for appointment of a full-time employee shall be the merit, competence and suitability. The minimum qualification for eligibility to apply will be the relevant norms prescribed by the State Government, UGC and the University from time to time. The candidate appointed as regular full-time faculty is eligible for salary and allowances as per this manual.

The pay and allowances of those who are already appointed and serving in this institution in different designations stand revised / modified as per this manual. Future modifications to this manual will also be applicable to the then existing staff of the college.

Assistant Professor – Qualifications

Essential

- i. A Master's degree with 55% marks [or an equivalent grade in a point-scale wherever the grading system is followed] in the concerned/relevant subject from an approved Indian University or an equivalent degree from an accredited foreign university.
- ii. Pass in the National Eligibility Test (NET) / Junior Research Fellowship [JRF] conducted by the UGC / CSIR.

Desirable

- i. Holding a valid Ph. D. Degree as per UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time. Or a PhD from a recognized foreign university.
- ii. Post-Doctoral Fellowship from India or abroad.
- iii. Teaching experience in reputed academic institutions.
- iv. Working experience in reputed industrial / service sector organisations.
- v. Research publications in journals included in Web of Science or Scopus.



Qualifications – Asst. Professor Trainee

A candidate who has only the essential qualification and do not possess the desirable qualifications specified for the position of Assistant Professor but found to be a highly potential aspirant for the teaching profession, may be appointed as Assistant Professor [Trainee]. The appointment as Assistant Professor [Trainee] is only a provisional one, limited to a maximum period of three years, within which he / she shall at least publish research articles as per (v) above for the post Assistant Professor in addition to discharging their duty as Asst. Professor Trainee without which his / her service will stand terminated without any further notice. During the tenure as Assistant Professor [Trainee], the person will be eligible only for the Basic Pay applicable to the post of Assistant Professor. He /she will not be eligible for any other benefits such as DA, annual increments, provident fund, festival allowance etc. The duration of work in institution under the designation ‘Assistant Professor [Trainee]’ will not be counted for any career related benefits including leaves other than causal leaves, in case he/she is absorbed to the position of Assistant Professor.

Table No. 1 Criteria for Short-listing & Selection

A	Criteria for short listing	Score Applicable	Scores Achieved
01.	Graduation	80% & Above = 20, 60% to less than 80% = 15	
02.	Post-Graduation	80% & Above = 20, 60% to less than 80= 15	
03.	M.Phil.	05	
04.	Ph.D.	25	
05.	NET with JRF	10 [NET alone - 08]	
		Total Academic Score 80	
06	Research Publications	10 (3 marks for each research publications published in Scopus / web of science and 2 each for SCI indexed or UGC- CARE listed Journals)	
07	Teaching / Industrial experience	6 (2 marks for one year each; proportionate for less than one year; Experience in recognised institutions only will be considered)	
08.	Awards	4 (International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies) 02 State-Level (Awards given by State	



		Government)	
Total for A (Achievements of the Applicant from the areas of Academic, Research, Experience and Awards)		/100
B	Interview	<ul style="list-style-type: none"> • Subject knowledge • Presentation skills • Aptitude • EQ • IQ • ICT • GK • Suitability <p>The interview board decides on the above criteria and award marks</p>/50
<p>Note:</p> <p>A (i) M.Phil. + Ph.D. Maximum - 25 Marks; (ii) JRF/NET Maximum - 10 Marks; (iii) In awards category - Maximum - 03 Marks. Total for [A] = 100 [Academic Score - 81; Research Publications – 06,</p> <p>B. Teaching / Industrial / Post-Doctoral Experience – 10; Awards 03]</p> <p>Number of candidates to be called for interview shall be decided by the college based on the shortlisting as per the criteria list herewith</p>			

PAY STRUCTURE OF ASST. PROFESSOR

The monthly pay of a new recruit shall consist of Basic pay + DA + Pay for higher qualifications + Pay for publications+ relevant teaching/ industry Experience + Special pay if any + Food allowance

- Special Pay is sanctioned at the sole discretion of the Management at the time of appointment in deserving cases taking into consideration various aspects of academic achievements like Research Publications, professional qualifications, foreign work experience, availability of faculty members in specific field etc. In order to consider someone for Special Pay, the candidate shall produce proof to the satisfaction of the appropriate authority to substantiate the claim.



Method of Calculation Stage -1 /Level 10

Sl. No.	Item	Specification	Amount [Rs]	
1	P G alone	Consolidated	23,760	
2	P G Plus NET	DA [10% of 21,600]	2,376	
3	Food allowance (FA) Renewable as per the changing mess fee per year		1,400	
4	Ph D		5,000	
5	Research Publication	Web of science / Scopus indexed 200 each (Maximum 2000)	2000	
6	Teaching experience	Variable as per the note given below	300-500 per number of years	
7	Industry Experience		100-400 per number of years	Assessment of the category of the industry shall be done by the interview board
8	Special pay	Paid in special cases to the meritorious/ non- availability in a special field etc		

Note:

[i] Calculation of salary component for teaching experience: For every full year of experience in unaccredited [NAAC] college / accredited with less than B grade Rs. 300 per year; experience in colleges with B+ or B++ grade Rs. 400; experience in colleges with A grade and above Rs. 500. Foreign University/Outside Kerala reputed intuitions Rs 500 per year.



ASSOCIATE PROFESSOR – DIRECT SELECTION

Eligibility

- i. A Master's Degree with at least 60 % marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- ii. A good academic record, with a Ph.D. Degree in the concerned/allied/relevant discipline.
- iii. A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in Web of Science / Scopus indexed journals (or CARE list also may be considered.) during the immediately preceding five years of assessment period and a total research score of seventy-five (75) as per the criteria given in Table No. 5.

Selection

Selection will be made by the interview board from among the shortlisted candidates on the basis of performance in the interview. The criteria for final selection will be merit and suitability of the candidate. The assessment of the merit will be same as that of the selection interview of assistant professor. Suitability will be decided by the interview board.

PROFESSOR – DIRECT SELECTION

Eligibility

- i. An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in Web of Science / Scopus indexed journals (CARE list also may be considered) during the immediately preceding five years of assessment period and a total research score of 110 as per the criteria given in Table No. 5.
- ii. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

Selection

Selection will be made by the interview board from among the shortlisted candidates on the basis of performance in the interview. The criteria for final selection will be merit and suitability of the candidate. The assessment of the merit will be same as that of the selection interview of assistant professor. Suitability will be decided by the interview board.



PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)

Promotion is not a matter of right; it is strictly linked to performance and the availability of vacancy. For teaching staff, promotion shall be based on a set of criteria which include academic preparation, length of experience, professional activities such as projects, research grants, publications, and community service.

Faculty members who fulfils the requirements specified in this Manual shall apply for promotions through the Career Advancement Scheme [CAS] at least three months before 1 July of every year. CAS promotions will be declared on 1 July of every academic year after verifying the credentials submitted and on the basis of recommendation by the promotion committee.

Promotions under the CAS would be awarded to those who succeed in securing the required grades as per Table 3 [Category I &II] and Table 4 [Category III] for the stipulated number of years prior to the promotion.

- very good / good for Contribution to the Department and to the Teaching Learning and Assessment (Category I) and;
- very good/ good for contributions in institution building through Institutional Corporate Responsibility (ICR) [Category II] and;
- required score for Academic Performance Indicator [API] and;
- Research and Academic Contributions [Category III – R &AC]
- Taking up institutional corporate responsibilities.

A teacher who wishes to be considered for promotion under the CAS may submit a request in writing to the Administrator duly signed/ attested by the HoD and/or Principal, three months in advance of the due date, that he/she fulfils all the requirements under the CAS along with all credentials as per the Assessment Criteria and Methodology guidelines set out through this policy.

Table 3: Grading Criteria for Contributions to the Dept., TLA and ICR [Category I & II]

Sl. No.	Category	Criteria & Weight	Marks
1	Enrolment of students in the department on the last date of admission	Above 90%	10
		80%	7
		75%	5
2	SC/ST students/ (Christian Minority)	Above 90% - 5, 80%-3, 75%-1	



3	Efforts for Advanced learners/ slow learners	How to evaluate? Discussion with teachers is required. Performing students. Identification, Process and achievement, Mentoring (15)	15
4	Student centric teaching-learning	Report with supporting documents signed by the HOD (15)	15
5	ICT based teaching	Report duly signed by the HOD (15)	15
6	Completion of CA & SEE paper valuation	<ol style="list-style-type: none"> 1. Within two days -10, 2. Within five days -8 3. Within 10 days – 7 4. After 10 to 12 – 0 5. After 12 days -Minus 2 for each day 	
7	Research Publication by students	<ol style="list-style-type: none"> 1. Periodicals including online–2 marks each- maximum of 6. 2. Care list– 3 marks each maximum of 10. 3. Web science/Scopus 5 marks each- maximum of 20. If first author 20, if two co-authors 15 each, if second author 13, third or more author 10 each. <p>Maximum 50</p>	
7.1	Books authored by students which are published by;	International publishers	5
		National Publishers	3
		Chapter in Edited Book	2
		Editor of Book by International/ National Publisher	3
		Translation works in Indian and Foreign languages by qualified faculty	2
8	Students' satisfaction survey score	For each semester, if evaluation is given by more than 80% of students. (10 marks each for a course averaged for all courses and for both semesters)	30
9	Mentoring	Based on report (two semesters 10 each)	10



10	MOOCs	Development of complete MOOC in International/national platform - Evaluation by the assessors based on the report and documents 30 can be apportioned to the team members if any.	30
11	Certificate Courses	Create slabs • Number of enrolment above 200/ income generated above Rs10,000/- 100% • Number of enrolment above 1500/ income generated above Rs7500/- 90% •	15
12	Research guidance	- PhD only (3 marks each)	10
13	Research Projects [Funded by outside agencies] Completed - One claim for one project	More than 5 lakhs	15
		Between 3 to 5 lakhs	10
		Less than 3 lakhs	5
14	Consultancy	More than 5 lakhs	15
		Between 3 to 5 lakhs	10
		Less than 3 lakhs	5
15	Patents	International	15
		National	10
16	Policy Document (Submitted and accepted - to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	International	10
		National	07
		State	04



17	Awards/Fellowship – given by recognized reputed bodies. Nature of recognition is decided by the assessor	International	07
		National	05
18	Invited lectures / Resource Person with monetary gains	International (Abroad)	07
		International (within country)	05
		National	03
		State/University	02
19	Extension, Faculty advisor, warden		05
Category II Contribution to the Institutional Building through ICR			
	Contribution in institution building be assessed based on two criteria- the nature of the ICR and execution of the ICR evaluated on the basis of credentials submitted. Categorization of ICR is given in Table No. 6	Category of ICR Category A Maximum- 20 Category B Maximum -15 Category C Maximum- 10 Category D Maximum -5 *category D will be associate member for category B/C *Additional 5 points can be awarded by the screening committee for extra performance	

Table 4: API Requirement [R& AC Score] for the Promotion of Teachers under CAS

Sl. No.	Criteria: Category III	Assistant Professor (Stage 1/ Level 10 to Stage 2/Level 11)	Assistant Professor (Stage 2/ Level 11 to Stage 3/Level 12)	Assistant Professor (Stage 3/ Level 12 to Associate Professor (Stage 4/Level 13)	Associate Professor (Stage 4 / Level 13 to Professor (Stage 5/ Level 14)
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1	Research and Academic Contributions [R&AC Score]	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table 5: Assessment of Research & Academic Contributions [R&AC Category III]

Sl. No.	Academic/Research Activity	Faculty of Sciences / Computer Science / Engineering / Medicine & other Related Disciplines	Faculty of Languages / Humanities / Arts / Social Sciences / Physical Education / Commerce / Management/Social Work/Journalism & Media Studies & other Related Disciplines
01	Research Papers		
	in UGC CARE listed Journals	02 per paper	02 per paper
	In web of science/ Scopus listed journals	15 per paper	15 per paper
02	Publications [other than Research Papers]		
(a)	Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
(b)	Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
03.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
(a)	Development of Innovative pedagogy	07	07
(b)	Design of new curricula and courses	02 per curricula/course	02 per curricula/course
(c)	M OOCs		



	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
(d)	E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e- book 10 10		
	Lecture capturing for difficult lessons	01 per lesson	01 per lesson
04.	(a) Research guidance		
	Ph.D.	10 per degree awarded; 05 per thesis submitted	10 per degree awarded; 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
(b)	Research Projects [Funded by outside agencies] Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
(c)	Research Projects Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
(d)	Consultancy	03	03
5.	Patents		
(a)	International	10	10
	National	07	07
(b)	*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07



	State	04	04
(c)	Awards/Fellowship		
	International	07	07
	National	05	05
06.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02
Note: Assessment will be based on relevant evidence produced by the teacher in support of the claims made.			

Table 6: Categorization of Institutional Corporate Responsibilities

Sl. No.	Name of the Institutional Corporate Responsibilities [ICR]	ICR Category
1.	Head of the Department/ Dean/ Director/ Dept. Coordinator	A
2.	IQAC College Level Coordinator	A
3.	IQAC Criteria Coordinator	A
4.	Coordinator of NCC/ NSS	A
5.	Hostel Warden	A
6.	Question Bank Preparation – First time for a course	B
7.	Question Bank Updating –	B
8.	Semester Exam Invigilation Duty – [5 Nos.]	B
9.	Examination Malpractice Prevention Committee	C
10.	Examination Squad in Charge	C
11.	Examination Committee	C
12.	Examination Paper Valuation – Camp Officer	C
13.	Incubation & Entrepreneurship	C
14.	Developing Consultancies & Linkages	C
15.	Extension Activities	C
16.	Faculty Adviser / Class Teacher	C
17.	Co-ordinator of Student Club / Associations	C
18.	Co-ordinator of Dept Fest	C
19.	Dept IQAC Coordinator	B
20.	Chief Organiser of Offline National Seminar / Workshops	B
21.	Chief Organiser of Online National Seminar / Workshop [One / Two days]	C
22.	Chief Organiser of Online National Seminar / Workshop [Three days or more]	C
23.	Accompanying students during study visits [Two / Three days]	C
24.	Accompanying students during study visits [Four days or more]	C
25.	Income generating Consultancy Services [Up to Rs. 50,000/= per year as institutional share]	B



26.	Income generating Consultancy Services [More than Rs. 50,000/= per year as institutional share]	A
27.	Guiding Ph. D scholars [One / Two scholars]	C
28.	Guiding Ph. D scholars [More than three scholars]	B
29.	Conducting Major Research Project funded by outside agencies	B
30.	Conducting Minor Research Project funded by outside agencies.	C
31.	For every publication in UGC CARE list of Journals.	B
32.	For every 10 hours of extra classes taken to help a college to avail duty leave.	B
33.	Women Cell	C
34.	Metle / Moodle	B
35.	Marian College Students Council [MCSC]	A
36.	Research Committee	B
37.	Best Class Evaluation Committee [UG / PG]	B
38.	Anti-Ragging Cell	C
39.	CSM & Jesus Youth	B
40.	Mentoring	B
41.	Anti-Narcotic Cell	B
42.	Grievance Cell	B
43.	Anti-Sexual Harassment Cell	B
44.	Marian Cultural Forum [MCF]	C
45.	Digitization for NAAC	B
46.	Responding to Social Issues & Values	C
47.	E-Learning Promotion	C
48.	Phoenix Club	C
49.	Common Fests [UG / PG]	C
50.	AISHE Nodal Officer	C
51.	5 S Accreditation & Swatch Bharath Abhiyan	C
52.	Plastic Free Campus / Implementing Green Protocol	C
53.	UNAI	C
54.	College Council Secretary	C
55.	Career Counselling & Placement	C
56.	Vocational Training	C
57.	Childline	C
58.	Staff Evaluation	C
59.	Publicity & Media Management	C
60.	College Handbook	C
61.	Staff Council	C
62.	Public Relation & Marketing Department	C
63.	Gender Champion Activities – Nodal Teacher	C
64.	MITLE	C
65.	News Letter	C
66.	Compliance Committee	C
67.	Think Tank	C
68.	Promotion of Sports and Games & Marifit	C



69.	Automation and Software Development	C
70.	Unnath Bharath Abhiyan	C
71.	Walk with a Scholar [WWS]	C
72.	Scholar Support Program [SSP]	C

CAS FOR ASSISTANT PROFESSORS

The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12) in the same designation based on their claims made the faculty concerned and the recommendation by the screening cum selection committee constituted by the Manager. The details are given below.

Assistant Professor Stage 2 / Academic Level 11

Eligibility

In order to be eligible for promotion under CAS the applicant shall have achieved any of the following during the assessment period.

- Completed four years of service and having a Ph.D. degree
- Or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., CA, CMA, ACCA
- Or six years of service for those without Ph.D./M.Phil. / additional Professional PG Degree

Also should successfully complete

- Training by MITLE and obtaining at least three certificates with A grade during the assessment period.
- one MOOC (with e- certification) of not less 4 weeks' duration on teaching methodology offered by reputed platforms such as NPTEL, SWAYAM, Coursera, Khan Academy, edX, Udacity or any other that is approved by the Principal.

Procedure

- Submission of self-assessment report by the Faculty Concerned to the Manager appropriately forwarded by the competent authority.
- Constitution of the screening committee by the manager
- Assessment and interview by the screening committee.
 - If He/she is awarded with 'very good or good' grade by the screening committee for both Teaching [Criteria I] and ICR [Criteria II] in the annual performance appraisal reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Table No. 3
 - He / she secures the required API score for Research and Academic Contributions [Category III] as specified in Table No. 4 and; [iii] The promotion is recommended by the Screening Committee.
- If recommend, a faculty may be promoted by the Manager from level 10 to level 11.



Assistant Professor Stage 3 / Academic Level 12

Eligibility

The applicant

- Shall be an Assistant Professor
- Shall have completed 5 years of service in level 11 in Marian College Kuttikkanam

The faculty shall also have achieved at least any two of the following during the last three years:

- 3 Faculty Development programme offered under MITLE
- Offered certificate programmes and generated income as per college records
- Offered consultancy services and earned income as per college records
- Any significant innovation or value addition to TLA and or administration

Procedure

- Submission of self-assessment report by the Faculty Concerned to the Manager appropriately forwarded by the competent authority.
- Constitution of the screening committee by the manager
- Assessment and interview by the screening committee.
 - If He/she is awarded with 'very good or good' grade by the screening committee for both Teaching [Criteria I] and ICR [Criteria II] in the annual performance appraisal reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Table No. 3
 - He / she secures the required API score for Research and Academic Contributions [Category III] as specified in Table No. 4 and; [iii] The promotion is recommended by the Screening Committee.
- If recommend, a faculty may be promoted by the Manager from level 11 to level 12.

Associate Professor Stage 3 / Academic Level 13

Eligibility

The applicant

- Shall be an Assistant Professor
- Shall have completed 3 years of service in level 12 in Marian College Kuttikkanam
- Shall have a valid PhD in a relevant discipline

The faculty shall also have achieved at least any two of the following during the last three years:

- 3 Faculty Development programme offered under MITLE
- Offered certificate programmes and generated income as per college records
- Offered consultancy services and earned income as per college records
- Any significant innovation or value addition to TLA and or administration



Procedure

- Submission of self-assessment report by the Faculty Concerned to the Manager appropriately forwarded by the competent authority.
- Constitution of the screening committee by the manager
- Assessment and interview by the screening committee.
 - If He/she is awarded with 'very good or good' grade by the screening committee for both Teaching [Criteria I] and ICR [Criteria II] in the annual performance appraisal reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Table No. 3
 - He / she secures the required API score for Research and Academic Contributions [Category III] as specified in Table No. 4 and; [iii] The promotion is recommended by the Screening Committee.
- If recommend, a faculty may be promoted by the Manager from level 12 to level 13 as Associate Professor.

PAY REVISION IN THE COMPOUNDING MODE

50% of the pay revision is already given to the existing teachers calculating their years of service.

The existing teachers are free to give their self-appraisal report and can opt for screening and Promotion. The remaining 50% of the increment shall be obtained through this method.

While calculating the number of years of service in the College as on 1st July duration less than six months will not be counted while duration of six months or more will be rounded off as one year. From 1st July 2022 onwards there will not be any option regarding the Mode and promotion as well as annual increments will be available only through the Screening / Selection Mode. For the purpose of promotion / increments duration of service in Marian College alone only will be counted. Teachers will not be eligible for any arrears of pay consequent up on calculating / revising their salary as per the norms in this policy manual.

ANNUAL INCREMENT

Once the pay of a teacher is fixed either through the Screening / Selection Mode or the Compounding Mode upon implementation of this policy the future annual increments admissible to him / her would be dependent on the Annual Overall Grading [AOG] secured during the respective previous year.

Criteria of Annual Overall Grading [AOG] of a Faculty

The Annual Overall Grading [AOG] of a teacher during a particular academic year will be arrived at by adding the Teaching Weight and the ICR Weight obtained by him / her. That means AOG of a teacher = his /her Teaching Weight + ICR Weight for that year. The details are given in Table No. 9.



Table 9

Table 9						
	Sl. No.	Academic Year	Teaching Weight	ICR Weight	Cumulative Range	Annual Overall Grading
	1	20...-20...	xx	xx	Above 25	Very Good
					Between 20 and 25	Good
					Between 15 and 20	Satisfactory
					Less than 15	Not Satisfactory.
This process has to be repeated every year						

Award of Annual Increment Based on AOG Obtained

A teacher may be provided the annual increment for a particular year proportionate to his / her Annual Overall Grade achieved during the respective previous year. That means the annual increment applicable to a teacher in any particular academic year [increment year] would be based on his / her Annual Overall Grade in the previous academic year [assessment year]. The bifurcations are shown in the Table No. 10.

Table 10

Assessment Year	Annual Overall Grade [AOG]	Increment Year	Proportion of Increment Admissible
xxxx	Very Good	xxxx	Full amount [100%] of the annual Increment
	Good		Three fourth [75%] of the annual Increment
	Satisfactory		Half [50%] of the annual increment
	Not Satisfactory		No [zero%] annual increment

FESTIVAL ALLOWANCE

Festival allowance may be paid to all employees once in every financial year. The Management reserves the right to decide on the occasion and the amount of allowance.

DISBURSAL OF SALARY

Salary will be disbursed on the first day of succeeding month. If this happens to be a holiday, salary will be given on the next working day. During Onam and Christmas vacation, salary shall be disbursed before the commencement of Onam and Christmas holidays.

Salary statement shall be prepared by the Accountant/HR department by the 25th of each month. Leave and other details shall be calculated from 15th of previous month to 15th of the current



month. The pay bill shall be signed by the Administrator or someone entrusted by him. Salary shall be prepared as per the provisions stipulated in this H R Policy.

The salary will be credited to the bank account of each staff.

PAYMENT FOR EXTRA SERVICES

Faculty members are encouraged to write project proposals for funding from external agencies. For externally funded projects, the College may charge up to 20 per cent as overhead cost depending on the terms and conditions of the funding agency. In addition to the percentages of the overhead costs up to 20% of the honorarium for the researcher/consultant/ trainer shall be chargeable by the College as its share in the programme. The exact percentages shall be negotiated by the concerned persons with the Principal and the details of sharing of honorarium shall be finalised.

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.

Honorarium charged for training on a regular working day and for which duty leave is availed by the person (s) involved, 25% of the honorarium 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 outside the College. However, the conditions apply to all management-approved research and consultancy programs.

PAYMENT FOR OVERLOAD

Faculty members can give their extra service to other departments or in the same department and reduce the need for additional staffing. If a faculty volunteers to take such sessions, they may be provided with extra payment for special classes. As far as possible such classes shall be engaged outside the normal working hours of the college.

Any faculty taking extra sessions in other departments shall necessarily get the approval of the HoD of the parent department in writing. The HoD of the department concerned shall countersign the claims for taking extra sessions. The payment shall ordinarily be decided by the management on the basis of number of hours engaged.

PROVIDENT FUND AND PENSION

The state and government laws will be observed with regards to PF, ESI and Pension Fund.

DA AND TRAVEL ALLOWANCES

Travel allowances and DA will be provided for official trips. All such trips should have prior permission of the competent authority.



STAFF/FACULTY EVALUATION BY THE STUDENTS

Students' feedback on each staff and faculty will be collected each year. The criteria on evaluation and procedure will be published. The summary of the feedback can be viewed by individual staff/faculty. Faculty members are expected chalk out an action plan to overcome the difficulties expressed by the students and apprise the Director/ Principal for further follow up.

There shall be regular evaluation of the performance of administrative staff too. The evaluation shall be done at least once in every semester.



CHAPTER 4

WELFARE MEASURES

WELFARE OF EMPLOYEES

Marian cares about our employees and employee welfare is important to us. Apart from complying with statutory requirements on basic benefits, Marian strive also 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.

FREE HEALTH CHECK UP

Free health check-up and medical care is available to all the staff of the College. The day time nursing services can be used by the faculty and administrative staff. They can also enjoy free check up with the medical doctor available on campus every week.

FREE INTERNET

All staff members are eligible free internet on campus. They can have multiple log-in ids for their devices for Wi-Fi internet. Wired connections will also be available in the staff room.

REPROGRAPHIC FACILITIES

The staff will have free reprographic facilities for their professional work. The staff members shall use these facilities diligently and shall not avail free services for their personal needs.

RESIDENTIAL FACILITIES

The staff can enjoy the residential facilities on campus subject to the availability. There are facilities for single accommodation and family accommodation. The person(s) in need shall approach the Administrator through the Principal for the allotment of residential facilities.

FOOD AND BEVERAGES

Every faculty member in SF will be paid a food allowance that is equivalent to monthly food and beverages charges in the college hostel. The staff can pay this and take food from college hostel or can use it at their discretion. The staff of the college is provided with food and beverages in a subsidised rate. Those who want to enjoy this facility shall contact the hostel director.

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 out door games or can get trained in multi-gyms.



FINANCIAL SUPPORT FOR ATTENDING CONFERENCES

Members of the faculty are encouraged to attend professional development seminars and training workshops. The college/department will reimburse the expenses for attending one Seminar/Workshop/Training Programme subject to a maximum of Rs.5000/- during a financial year and subject to availability of funds. However, prior approval is necessary from the relevant authorities.

STAFF TOUR

Every year the staff can organise a tour to enhance quality of informal relations with all its members. The expenses for the tour will be met by the management. However, the tour coordinator shall present the budget before the management and get approval for the same before finalising the tour.

COMMUNICATION CHANNELS

Marian respects the rights of its employees and believes that unimpeded internal channels of communication can be used to develop a consensus between institutional management and the staff. All the departments of the College are directed to provide a platform for the free and open exchange of opinions. Marian has a comprehensive scheme and friendly policies in place to learn about our employees' expectations. An employee relations promotion committee has been set up at the College level to strengthen internal communication. The management also convenes regular employee communication meetings to facilitate two-way communication.

Health Insurance

Facility for enrolment in a suitable Health Insurance facility may be provided by the HR department with the cost of insurance premium has to be incurred by the respective faculty.



CHAPTER 5

ROLES AND RESPONSIBILITIES CODE OF PROFESSIONAL ETHICS OF FACULTY

(Adopted from UGC Regulations 2018)

I. TEACHERS AND THEIR RESPONSIBILITIES

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 the 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 should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers Should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. TEACHERS AND STUDENTS

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;



3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

FUNCTIONS AND RESPONSIBILITIES

Director of a Department/School

1. The Director shall have overall supervision of the Department through the HoDs and give directions for the smooth conduct of academic activities and coordinate the functioning of the Department to which they are appointed.
2. Chair the Departmental meeting whenever the Director is present for the meeting.
3. Convene periodic Department meetings to ensure that the Vision, Mission and PSOs are refined if necessary and implement OBE curriculum.
4. Prepare the annual academic calendar of the Department in consultation with the teachers in the Department and submit them to the Principal
5. Give directions and support to the HoD to carry out all the activities and programmes of the Department smoothly and effectively
6. Prepare and submit "Appraisal and Confidential Reports" of the teaching staff of the Department every year.



7. Give directions to conduct the Department / class-wise PTA meetings.
8. Submit proposals for Value added/ Add-on, Non-credit, Elective etc courses for the programmes offered in the Department.
9. Propose new certificate, diploma and degree programmes in the Department.
10. Make efforts for fund generation through contributions, consultancy, projects, patenting, sponsorships etc. for the development of the Department
11. Support the faculty to identify and make available external resource persons for the programmes and activities of the Department, wherever necessary.
12. Verify the attendance and internal marks of the students in the Department and the complaints, if any, are to be resolved in time and intimate the Principal on time.
13. Guidance to the HoD to prepare the annual update of library books, necessary infrastructure etc.
14. Undertake similar or any other activities entrusted by the Principal/Management from time to time.
15. In the absence of the Director, the HoD shall discharge the duties and responsibilities of the Director.

HEAD OF THE DEPARTMENT

1. Departments without Directors shall function under the HoD. In such Departments the HoD will exercise the powers and responsibilities of the Director too.
2. Be the Head and Leader of the Department and ensure its growth and development in terms of programmes, funded and non-funded research projects, development of consultancies, establishing and strengthening collaborations with the industry and academia, increased number of applications for the programmes, enhance quality applications, student diversity in intake, total quality development of the students etc.
3. Conduct regular meetings of the Department faculty members and initiate follow-up action.
4. Preparation of Department Time Table and allocation of topics as per syllabus and ensure that classes are engaged as per the time table.
5. Coordinating the formulation of Department short- and long-term plans.
6. Facilitating interaction and collegial spirit and harmony among the Department faculty.
7. Prepare and submit annual report of the Department at the end of every academic year - in consultation with the Director- to the Principal
8. Motivate faculty towards Research Proposals to various funding agencies such as UGC, DST, DRDO, STRIDE, CSIR etc., and also to the NGOs
9. Assign and Coordinate responsibilities of full-time/part time faculty of the Department: teaching assignments, committee assignments, and student advice assignments etc.
10. With the help of the Program coordinator/s ensure allocation of workload (teaching load and practical load) to all faculty and staff members of the Department
11. Obtain feedback from the faculty and students to ensure the smooth progression of teaching, learning and assessments of all courses to complete them effectively in time.
12. Accept leave requests and recommend leaves, with suitable substitute arrangements, of the Departmental colleagues.



13. Organize need based workshop/seminars/symposia/visits/excursions etc. and to invite guest speakers for interaction and guidance to students and faculty members.
14. Co-ordinate with the teaching and support staff of the Department for smooth function of conduction of academic, co-curricular and extracurricular activities of the Department.
15. Take advise/sanction from the Vice Principal/Principal for implementation of academic, co-curricular and extracurricular activities.
16. Conduct Department/ Class-wise PTA meetings, meetings etc periodically.
17. Provide information and guide students for prominent career opportunities.
18. Facilitate faculty in the preparation and processing of self-appraisal of performance, growth plan etc.
19. All submission from the students, teachers and staff to the principal and/or management shall be routed through the HoD only
20. Listen to student complaints, and grievances that originate in the Department and as far as possible find remedies to them. If not, refer the matter to the higher authorities with the suggestions and recommendations.
21. Adheres to Quality Management System (QMS) Procedures as communicated by the College
22. Maintains records and documents of Departmental activities and achievements as per the IQAC directions.
23. Present the Departmental budget requirement to the Principal/Management before the commencement of the academic year and/or whenever necessary.
24. Ensure the repair, maintenance and cleanliness of the Department, classrooms and their premises and report to the authorities if there are any concerns.
25. Order/request purchases for the Department. Verify that college equipment/facilities under the Department's control is properly staged, maintained and serviced as required.
26. Maintain proper account for the funds and assistance received from all sources.
27. Communicate all the information and decisions received from the Principal to the staff and if required to the students and is responsible for replying to various queries by the higher authorities.
28. When on short leave, hand over the charge to the next senior most faculty in the Department with prior approval of the Principal.
29. Undertake similar or any other activities entrusted by the Principal/ management from time to time

Program - Curriculum and Assessments (Common to Directors and HoDs)

1. Regular and effective conduct of BoS meeting as per the Mahatma Gandhi University Act and ensure timely update of PSOs & COs on the basis 360⁰ feedbacks (Existing students, Alumni, Faculty, Industry, Placement Officers etc.)
2. Participation in the Academic Council in the absence of the Director and present the modifications proposed in the course/program specific outcomes if any.
3. Convene the Department Faculty Council within the first week of every Semester to finalize the Assessment Plans for all courses and ensure that they are published for the information of all students taking the course.



4. Obtain reports on the conduct of CAs and ensure that the assessment results are uploaded to MCKA on time.
5. Ensure smooth conduct of examinations including question bank preparations, continuous assessments of theory and labs, if any, as per the regulations of the syllabus.
6. Propose suitable examiners to CoE before the beginning of SEA for the valuation of answer scripts in consultation with the Program Coordinators and Course in-charges.
7. Synchronize SEA valuation and regular classes in such a way that all valuations are complete within 10 days of the last SEA.



DUTIES OF THE FACULTY IN CHARGE OF COURSES

1. The faculty should own the course and will be in-charge of proposing modifications to the course outcomes & content or its assessment pattern based on sound reasons.
2. Participate in the BoS to present modifications if any, suggested above.
3. Develop COs in alignment with the PSOs and POs of the College
4. Develop teaching, learning and assessment plans for the course considering the slow and advanced learners.
5. Present in the Faculty Council of the parent Department, the methodologies tools for the continuous assessment of students and obtain final approval with or without modifications.
6. Enter the COs, Course Plans and CA Plans in the MCKA prior to or at least within 1 week of starting the course.
7. Provide the students with activities that they will be compelled to use the library resources. This can form part of CARS/CADL
8. Take the attendance of students every hour and upload/ give the report to the concerned Faculty Advisor on a daily basis.
9. Regular update (within 2days of announcement of results) of CA in MCKA.
10. CA activity shall be assessed and the results be published, preferably within 2 days and shall not be late than one week of conducting the activity.
11. If there are any grievances on assessment, settle the issue in discussion with the HoD of the concerned (not the parent) Department.
12. Conduct the faculty appraisal by the students before the final publication of the CA results. The appraisals shall take place after CA3 and before the last date of completion of the class.
13. Propose names of examiners- both internal and external - to HoD for the SEA evaluation.
14. Prepare the question bank with the support of the teachers, get it peer vetted, upload it to MCKA and publish them as per the directions of the College.
15. Prepare and present the scheme of answers to the Chief, if he/she is not the Chief of the evaluation board.

PS. If there are more than one teacher taking the same course, it is highly advised that they make some discussions before finalizing their teaching, learning and assessment plans. However, every teacher is free to select their style and pattern with the consent of the Department council.



DUTIES AND RESPONSIBILITIES OF THE FACULTY ADVISORS

1. Faculty Advisor will be in-charge of the overall supervision and guidance of students of a class in a particular program.
2. The Advisor should be approachable to each and everyone in the class like a mentor, friend and philosopher.
3. The faculty advisor should keep the class united and never be a part of any particular group among the students.
4. Amicably settle issues among the students and report grave issues if any to HoD and other authorities of the College.
5. Bring to the notice of the authorities, grievance of students especially those of grave nature so that they will be immediately addressed by the appropriate authorities.
6. Try to know the students and their background as far as possible so that they may be helped to achieve their academic and career goals even amidst challenging situations of their personal life or family problems.
7. Support the students in their emotional breakdowns and seek the support of professional counsellors inside the college whenever necessary.
8. Organize seminars, trainings, outreach programs, camps etc. for the class with the approval of the authorities concerned.
9. Maintain cordial relationships with students, help and guide them to love the College and its authorities so that they will always be willing to cooperate to everyone on campus.
10. Correct and guide the students of the class to obey the rules and regulations of the College by explaining to them the need for them.
11. Monitor the attendance of students and make necessary follow up of regular absentees and help them to be regular for classes and ensure that the attendance data is regularly updated in MCKA.
12. Help and encourage student leadership and teamwork through organizing as many programs (competitions, exhibitions, presentations, dances ...) as possible without losing regular class hours so that students to take up challenging tasks in an academic and artistic career
13. Identifying the eligible students for various incentives, awards, scholarships etc. and thereby promote talents of the students. They may be encouraged to participate in national and international competitions and win awards.
14. Suitably recognize the meritorious students so as to bring out the best out of them as well as a motivation to other students
15. Be an effective communication link between the College - Department – Class - Students.
16. The Faculty Advisor shall be a role model to students through their dignified behavior within and outside the campus.



STATUTORY BODIES

COLLEGE COUNCIL RIGHTS AND RESPONSIBILITIES

1. The general administration of the college shall vest with the Principal.
2. Some of the general administrative work of the College may be delegated by the Principal among the members of Council to be done under the general supervision of the Principal e.g. Library, Athletics, Maintenance of Building and the Playground etc.
3. The Council is empowered to consider and report of any question concerning accommodation, course of instruction, or rules of discipline referred to it by the Principal but shall not interfere in any manner with the general administration of the college which is vested with the Principal which is exercised in consultation and as per the direction from the Management.
4. All cases of serious misconduct on the part of students involving loss of their examinations and/or their removal or expulsion from the College shall be dealt with by the Principal, ordinarily in consultation with the College Council.
5. Meeting of the Council shall be convened at such time as the Principal may consider necessary.
6. He shall also convene a meeting when required to do so by the Management or on the written requisition of not less than two third of the Council members.
7. Not less than three days' notice of a meeting shall ordinarily be given and shall be accompanied by the agenda whenever possible.
8. It shall be the duty of the Secretary to give notice of the meeting of the Council, to keep a record of the proceedings of such meeting.
9. The decisions of the meeting are communicated to the Manager/Management whenever necessary through the Principal by sending a copy of the proceedings of each meeting.
10. The Principal or in his absence, the Vice Principal shall take the Chair at all meeting of the Council.
11. Not less than majority of the members shall form the quorum. As far possible decisions are made through consensus, otherwise decided by simple majority members present. In case of voting an issue and If the votes including the vote of the chairman are equally divided, the Chairman shall have a casting vote.
12. The Principal may over rule the decision of the College Council, but in such case he shall make a report to the Manager and to the Director of Collegiate Education setting forth the reason for doing so.
13. The chairman shall be the sole judge of any point of order. He may call any member to order and shall have power to take any action as may be necessary to enforce his decision.
14. Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed by the Council

Constitution of the College Council

The College Council shall consist of:

1. Principal (Ex officio President)
2. Heads of the Department of each subject of study,
3. Two persons elected/nominated from the staff members
4. Librarian of the General Library
5. Ministerial Head of Administrative Staff of the College Office.



The council shall appoint one of the members as the Secretary and the member so appointed shall hold office for one year, but shall be eligible for re-election.

PARENT-TEACHER ASSOCIATION

The aims and objects of the association are:

1. To foster and promote good relationship among the members of the teaching staff, students and parents/guardians of the students.
2. To create in members a keen interest for the smooth working of the college and for maintaining good discipline and high academic standards.
3. To collect subscriptions, donations, gifts etc., from members, non-members and the other institutions for furthering the aims and objects of the association.
4. To institute scholarships, prizes, medals etc., to benefit students showing a high proficiency in their studies.
5. To support the college with the permission of the Principal through organising seminars and expert talks, extension lectures etc for students
6. Assist the college by providing internships/ final placements to the students of the college
7. Organise fund raising events with the approval of the executive for PTA to backing the college in their financial needs.

CONSTITUTION OF THE PARENT TEACHER ASSOCIATION

1. Memberships

1. The parents/guardians of all the students on the rolls of the college during a year shall be eligible to be members of the Association.
2. When a student is removed from the rolls of the College the parent/guardian of the student shall ipso facto cease to be member of the Association.
3. The Principal and the other members of the teaching staff shall ipso facto be members of the Association.

2. Administration

The administration of the Association shall be vested in an executive committee, hereinafter referred to as the Committee, elected for the purpose. The Committee shall consist of:

- i. The Principal of the College will be the Ex officio President of PTA
- ii. A Vice President is elected by the Executive Committee who shall be a parent/ guardian of a student
- iii. A Secretary elected from among the members of the teaching staff; and
- iv. Not more than 8 other members of which at least 4 shall represent the parents/guardians and 4 the teaching staff.
- v. The term of office of the Committee shall be until the completion of the degree programme by a student.



- vi. A Committee once elected shall continue to hold office till a new committee assumes charge.

Powers and responsibilities of the Executive Committee

Subject to the approval of the General Body of the Association the Committee shall have the following powers:

- i. To manage all affairs of the Association, to incur and meet all necessary expenses and do all such acts as are not inconsistent with these rules
- ii. To accept new members
- iii. To hold meetings of the Committee at least once in a term or if deemed necessary.
- iv. To periodically check the registers and the other records of the Association and to receive the statement of accounts and get clarifications if any.
- v. To scrutinise the annual report, the audited statement of accounts for the year and budget proposed for the ensuing year to be placed before the General Body.
- vi. To implement all decisions taken by the General Body.
- vii. To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.
- viii. To fill up any casual vacancy in the Committee by co-option, to form sub-committee for specific purposes.

Duties of the office-bearers - President

The Principal shall be Ex-Officio President and the Treasurer of the Association.

- i. Control over the affairs of the Association and shall preside over all committee meetings and the meeting of the General Body.
- ii. Convene the meetings of the Committee and of the General Body either in his own initiative or on the written requisition of at least 5 members in the case of the Committee, and 25 members in the case of General Body meeting.
- iii. He shall be the sole custodian of all the funds of the Association and all the connected accounts books, receipt books, vouchers, pass books etc
- iv. He shall have the powers to operate the accounts of the Association and to incur such expenditure as may be approved by the Committee.
- v. He shall maintain proper records of all receipts and payments and such records shall be presented before the Committee at its meetings.
- vi. He shall get the annual statement of accounts prepared and audited and such audited statements shall be placed before the Committee and the General Body.

Vice President

- i. He shall be elected from among the parents/guardians.
- ii. In the absence of the President, the Vice-President, shall perform all the duties of the President.

Secretary

He shall be elected from among the members of the Teaching staff and have the following powers:

- i. To enrol members.



- ii. To maintain proper register and records, to keep in safe custody all official papers of the Association and to attend to the day to day correspondence of the Association.
- iii. To convene meeting of the Committee or of the General Body when authorized to do so by the President.
- iv. To keep a current record of the proceedings of all committee and General Body meeting.
- v. To perform all other functions as may be assigned to him from time to time by the President or by the Committee.
- vi. To incur such expenditure as may become necessary.

Executive Committee meetings

- i. The Quorum for a meeting of the Committee shall be six.
- ii. The President shall preside over all Committee meetings and in his absence the Vice-president. In case the Vice-President is also absent, the members of the committee present shall nominate one from among them to be the President of the meeting.
- iii. Three days' notice shall ordinarily be given for all Committee meetings.
- iv. Special meetings of the Committee may be convened by the President at the written request of at least 4 members of the Committee.
- v. All decisions shall be by a majority of votes. In case of equality of votes, the President of the meetings shall have a casting vote.
- vi. The Committee elects the Vice President and other office bearers of PTA.
- vii. The term of office of the Executive Members will remain till the entire period of study for a particular degree programme in the college by the ward.

The General Body

General Body shall be the supreme authority concerning all matters of the Association.

- i. The General Body shall meet at least once in a year or oftener if necessary.
- ii. The quorum for a General Body meeting shall be 15 or 1/5 of the total number of members on the rolls whichever is less
- iii. (e) Seven days' notice shall ordinarily be given for all meeting of the General Body either by
- iv. direct intimation or by publishing, such information in dailies. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting.
- v. A special meeting of the General Body shall be convened at the written request of at least 25 members or when authorized to do so by the President. Such meeting shall dispense only the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meeting also.
- vi. The President and in his absence the Vice-President shall preside over all meetings of the General Body. In the absence of both any member elected from among the members present shall preside.
- vii. All decisions of the General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

General

- i. The Association shall have a common seal which shall be in the safe custody of the President/Secretary.



- ii. Any document executed by the Association shall be signed by the President and the Secretary.
- iii. In case of any legal proceedings before a court by or against the Association, the Association shall be represented by one of its Secretaries.
- iv. In case of dissolution of the Association at any time all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the General Body.
- v. None of the above rules shall be altered, amended or rescinded except at a meeting of the General Body at which 2/3 of the members' present record their vote in favour of the suggested changes.

COLLEGE LIBRARY

General norms

1. The books will be issued to students from the Central Library as per the schedule arranged by the Librarian.
2. Number of books a student can borrow at a time from the library: UG 2 and PG 4. This number can be revised as per the advice of the Library Advisory Committee after considering total number of books available in the library and the total number of students in the College.
3. A member of the teaching staff is allowed to borrow Ten books at a time from the Central Library.
4. Library.
5. Members of the non-teaching staff are allowed to borrow three books at a time from the Central Library
6. Books borrowed from the Central Library must be returned within a fortnight and they can be renewed for a further period of seven days if no one else has applied for the same books.
7. Absence from college will not be accepted as an excuse for not returning the books in time.
8. If the due date for return of books falls on weekends or holidays the book must be returned on the next working day.
9. Books borrowed for use during Onam, Christmas and summer vacations should be returned not later than third day after the reopening of the college.
10. Annual Stock Verification- All the books borrowed from the Central Library by students and members of teaching and non-teaching staff must be returned by the first of March every year for the annual physical stock verification of the Library.
11. Failure to return a book on or before the due date entails the student to pay a fine of one rupee per day of delay for each book.
12. Failure to pay fine in time will result in the forfeiture of the right to borrow books till fines are paid.
13. Transfer Certificates will be issued and caution deposit refunded only after the clearing all the dues to the library.
14. All books should be returned in time for the annual physical stock verification in March every year.
15. A member of staff who takes long leave must return all the books borrowed from the Library before proceeding on leave.
16. Disfiguring the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held as serious damage to books and in such cases they are either to be replaced by new copies or get bound by the borrowers as the case may be.



17. Sub-lending and transferring of books to other person's name are not allowed.
18. Books from the reference section shall not be taken outside the library.
19. Strict silence should be observed in the Library. Personal belonging such as umbrellas, bags, Tiffin carriers, etc., are not allowed to be kept in the Library. Smoking, sleeping and indecorous behaviour are prohibited inside the Library.
20. The use of mobile phones is strictly prohibited inside the library.
21. In all matters regarding the Library the decision of the Principal shall be final

For loss of books procedure

(As per G.O.1028/A3/93.H.Edn.dated 28/05/1993.)

1. If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one.
2. If the lost book is not available for replacement the value of the lost book will be realized at the following rates:
 - i. (a) Ten times the face value of the books which are published prior to 1946.
 - ii. (b) Six times face value of the books which are published, prior to 1970.
 - iii. (c) Three times the face value of the books in all other cases.
 - iv. If the book value cannot be ascertained from the Library Stock Registers compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

Guidelines in Fixing Liability for Missing Books

(As per Govt. Circular No: 27855/A3/2000/H.Edn. dated 8/12/2000)

1. The responsibilities for the missing books from the Library should be fixed on each individual strictly with reference to the duties and responsibilities of each individual working in the Library.
2. The entire staffs working in the library is responsible for the proper accounting of the books and other articles in the library.
3. The maximum number of books that can be written off in a year is 0.5% of the books in circulation.
4. The Library staff will be responsible for the loss of books in excess of the admissible number and the cost of such books will be recovered from the library staff in equal shares.
5. The person who are transferred out of the institution on transfer or promotion will be relieved of their duties on executing an undertaking to the effect that liabilities if any fixed on them in respect of the missing books during the period they have worked in the institution would be remitted by them and this position will be shown in the relieving order.

Guidelines for Issuing Library Books.

(As per Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE)

While fixing conditions in connections with the issue of books from the College Library the following conditions should also be followed in addition to other conditions.

1. The maximum number days permissible to hold a library book by a Teaching Staff is 1 (One) day in case of rare books having only one copy in the Library and 14 days in case of other books.



2. Permission should not be given to anybody to take away the reference books, outside the library.
3. The maximum number of books that can be issued to Teaching Staff is 10 nos. only.
4. The teaching staff who fails to return the library books on or before the due date entails to pay the fine.
5. It is the responsibility of the Librarian to make sure no complaints from the part of the students in connection with the availability of books in time. If possible reservation system
6. can be considered.
7. The Principal has to inspect the Issue Register and the Library periodically, so as to review the general performance of the Library and report to the higher authorities.

RESPONSIBILITIES OF MENTORING IN-CHARGE

1. Formulate outcomes of mentoring for the year before starting mentoring based on the feedback from students, faculty members, and Industry
2. Chart sessions and issue guidelines for the conduct of mentoring
3. Give a short training to all the faculty and familiarise the mentoring diary or any other materials.
4. Plan the regular activities and communicate fortnightly on the day before the mentoring day to progressively attain the outcomes
5. Keep a document of all the communications to the faculty and the activities and outputs of mentoring
6. Assess the attainment of outcomes by faculty and document and disseminate the best models if possible
7. Give suggestions for the better conduct of mentoring for the coming year
8. Prepare a summary report and submit to the Principal before the starting the SEA for the even semesters or the college day whichever is earlier.



REPORT SUBMISSION FORMATS

Form No: 001

CA Pattern Finalization

Academic Year:

Semester:

Program Name:

Course code	Course Name	Name of the Faculty in charge	Date of Dept. Council	# Faculty Present	Remarks	Signature of HoD

NB.

1. *To be submitted by the HoD to the Principal before the second week of every semester*
2. *If the course is offered to another Department a copy of the format shall be submitted to the HoD of the Department concerned.*



Form No: 003

SEA Examiners List

Academic Year:

Semester:

Programme Name:

Course code	Course Name	Name/s of the Faculty in charge	Examiners Proposed (2 per 30 students)	Qualifications/Credentials	Phone and Email	✓ Proposed Chief of the Board	Signature of HoD

Please tick ✓ the names with green ink who are proposed to be the Chief for that course. For a course multiple names can be proposed.

NB: To be submitted by the HoD to CoE after beginning the semester. Not late than the first day of SEA



Form No: 002

CA Pattern Publication to Students

Academic Year:

Semester:

Programme Name:

Course code	Course Name	Date of Dept. Council	Date of Publication for students	Name and Signature of the Faculty

We hereby certify that the Course Outcomes and the assessment patterns are explained in detail by the teacher to the class

Name and Dated Signature by the Class Representatives

1.

2.

NB. To be submitted by the Faculty in Charges to HoD before the second week of every semester along with the detailed CA plan presented.



Form No: 004

SEMESTER END REPORT SUBMISSION CHECKLIST (HoDs)

No	ITEMS	DATES	NUMBERS	REMARKS/SUGGESTIONS
1	Department Faculty Council meetings held			
2	BoS Meetings held			
3	Curriculum feedbacks collected			
4	Examiners panel for all courses submitted			
5	# student and Faculty grievances addressed			
6	Ensured that the question banks are updated and effectively peer vetted for all courses			
7	# seminars + skill trainings + career trainings			
8	Any other			

Form No. 005

SEMESTER END REPORT SUBMISSION CHECKLIST (Faculty Advisors)

No	ITEMS	REGULARITY	NUMBERS	REMARKS/SUGGESTIONS
1	PTA meetings held			
2	Update of attendance			
	# students discontinued in the semester. Reasons			
3	Career mentoring of students			
4	# discipline issues reported			
5	# student grievances addressed			
6	Outreach + Industrial visits + residential camps			
7	# seminars + skill trainings + career trainings			
8	# students who participated national/ international competitions			
9	Any other			





CHAPTER 6

ATTENDANCE AND LEAVE

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 before 9.30 am and in the afternoon before their departure. The teaching staff shall sign the attendance register in the morning before 8.15 am and also in the afternoon before they leave the campus.

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.

MOVEMENT REGISTER

The employees who leave the campus during working hours, for whatever reason, shall obtain permission from the immediate supervisor and enter the details in the Movement Register. This shall be produced for verification to the Principal as and when asked for. The custodian of the movement register will be the section supervisor/ head.

LEAVE RULES

Any type of leave must be approved in advance by the competent authority. Post approval is allowed only in rare, deserving, unforeseen and unavoidable situations. It is the duty of the concerned faculty to make alternative arrangements if s/he has to take leave while the College is in session. All self-financing staff shall apply for leave through MCKA and the aided staff through MCKA and SPARK.

All members of teaching and non-teaching staff are eligible for 15 days and 20 days of casual leave (CL) respectively and 10 days of commuted leave per year after completing three years of service. This will be in addition to the holidays as per the University and Government rules. The faculty members are also eligible for one-month annual leave/vacation during summer.

PROCESS OF GRANTING LEAVE

CASUAL LEAVE

Each person shall intimate in advance about the casual leave he/she is going to take to the respective immediate supervisor. The leave application form shall be duly filled up by the employee and with the recommendation by the immediate supervisor shall be forwarded to the Principal in the case of non-faculty members and to the Vice Principal in the case of faculty members for approval. In case the staff member is not able to give the application form in advance, he /she shall contact the immediate supervisor and/or the Principal over telephone and request him/ her for leave. Also, leave application shall be given on the



next day itself. Failure to comply with the submission of appropriate leave forms can result in loss of pay. Repetition of the same will be treated as unauthorized leave.

DUTY LEAVE

Duty leaves may be granted only by the Principal. DL is provided for paper presentations and conferences, preparing paper for publication in peer reviewed journals and for any another matter deemed suitable by the Principal. For availing the duty leaves for writing research papers, an undertaking by the applicant to produce the published paper in a reputed peer reviewed journal shall be attached with the leave application.

For all duty leave, prior sanctioning of the Principal with the recommendation of the immediate supervisor is required.

Duty leaves are limited to a maximum of 7 days in an academic year.

OTHER LEAVES

All leaves other than casual leaves and Duty Leaves are to be sanctioned by the Administrator/Manager. Each person shall intimate in advance about the nature of leave he/she is going to take. A leave application form duly filled up and recommended by the immediate supervisor and forwarded by the Principal shall be submitted to the Administrator/Manager for approval. Any application for leave of absence on medical grounds must be supported by a medical certificate covering the period of leave applied for.

In case of pre-approved leave it is the responsibility of the concerned person to make alternative arrangements for his classes during the period of absence.

COMMUTED LEAVES

A faculty member who has completed minimum three years of service after the successful declaration of probation is eligible for 10 days commuted leaves per year. Commuted Leaves, if not availed in a year will be accumulated to the credit of the concerned faculty. This can be availed in the subsequent years' subject to a maximum of 30 days in one year.

CONSULTANCY LEAVE

Faculty members are encouraged to pursue research, project work and consultancy services. Faculty who serve as resource persons for management-approved training/consultancy programs may get up to 10 days of duty leave in a year provided the work of the Department is not affected. Duty or Consultation leave is granted only for approved programs and cannot be accumulated. The consultancy leave requires prior approval from Principal/Director and sanctioned by the Manager. The relevant letters of support from the company/agency/association must accompany the application for consultancy leave.

DEPUTATION/ ASSIGNMENT LEAVE

Regular or permanent members of the faculty who have served the Institution for a minimum period of 7 years may seek permission to take up national or international assignment either on deputation or on the basis of extended leave. The decision to grant such leave is entirely vested with the management, depending on the staff position in a given department at particular point in time. In any case such leave shall be on loss of pay and shall not be extended beyond five years, and the services of those who fail to return to the College at the end of five years may be terminated.



MATERNITY LEAVE

Three months of maternity leave with salary will be allowed for women faculty members whose probation has been declared. An additional 1 month leave on half pay basis may be admitted in deserving cases as decided by the management. Maternity benefit for one month will be available in case of miscarriage. A medical certificate in proof the leave claim shall be submitted on return after the leave.

PATERNITY LEAVE

Five days' paternity leave will be granted to those eligible men who have served the organization for a minimum of three years and whose probation is declared.



CHAPTER 7

MISCELLANEOUS

Use of office phone

Use of office phone for external calls shall be for official purpose only. Personal calls should be avoided to the maximum. However, the intercom facility can be liberally used for communication between staff.

USE OF MOBILE PHONE

Faculty members should switch off their mobile phones while they are inside the class or attending a meeting. The non-faculty members shall also be restraint in the use of mobile phones for personal purposes during the time of work. When in face to face communications with the superior authorities, cell phones shall not be used by anyone.

GRIEVANCE PROCEDURE

The Marian 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, s/he 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 Director/Principal. If it is not resolved at the Director/ Principal level, the employee can refer the matter to the Grievance Committee constituted by the Manager. The employee can choose to take a representative to present his/ her case to the superiors if found necessary. The representative thus chosen shall in all ordinary cases be an employee of Marian.

DRESS CODE FOR STAFF

All staff members shall dress in a professional and modest manner. Teaching staff (men) shall wear full Trousers, full sleeve/ half sleeve formal shirts and formal shoes. Lady teachers shall wear Sarees or Salwar Kameez. Jeans, T-Shirt, Leg-inns, sneakers and slippers are not allowed during their teaching. However, such dress may be permitted on tour or on such occasions when such dress pattern is not a misfit. Non-teaching staff (men) shall wear formal trousers, full sleeve/ half sleeve shirts. Non-teaching staff (ladies) shall wear Sarees/ Salwar Kameez.

The faculty is expected to follow the official dress code during all formal functions.



STAFF TRAINING PROGRAMMES

Training programmes shall be organized every year for the staff members. In the beginning of the year, a training schedule is prepared by the Vice Principal in consultation with the Department Head and HRO taking inputs from the performance appraisals. Training feedback shall be collected from the attendees soon after the training.

If a staff member is sent for a training programme of more than three month's duration, he/she shall give an undertaking to serve the institution for a minimum period of 2 years after the training. If the training period is less than three months, he/she shall serve the College for a minimum period of six months. No such undertaking is necessary for training programmes below two weeks' duration. If the employee wants to leave the institution before the stipulated period s/he should pay back the training expenses or the entire salary for the stipulated period if the training cost was borne by an external agency.

Both teaching and administrative staff are encouraged to find out suitable trainings for them and participate in external trainings with necessary permissions from appropriate authorities.

FACULTY IMPROVEMENT PROGRAMME

Faculty members are encouraged to pursue higher studies and may apply for study leave. To be eligible for study leave, a faculty member should have completed at least five years of continuous service. Study leave is granted without pay and for up to three years. However, the faculty can apply for financial assistance for studies to the management. The management has the right to decide on the request subject to the availability of funds. Those who take study leave shall give a written undertaking that they will serve the college for at least two years after the completion of the degree. If they want to leave early, they shall pay appropriate compensation in addition to any financial assistance they may have received from the College. These rules are applicable whether or not they receive any financial assistance from the College, UGC or any other agency.

If a member of the staff is officially sponsored by the College for higher studies abroad under an international exchange agreement and s/he receives financial assistance under the mutual agreement, the study leave is normally granted without pay for the duration required for the completion of the proposed degree: two years for Master's and five years for Ph.D. The leave may be extended for an additional year under special circumstances and at the discretion of the management. Faculty members who participate in such international exchanges shall execute a bond stipulating that they shall serve the institution for a minimum period of three years, and failing which, they shall pay appropriate financial compensation in addition to the financial assistance they may have received from the college.

Study leave is a privilege and not a matter of right. Study leave is granted at the discretion of the management which will take into account the training, experience and performance of the concerned faculty member, the need of the college and the staff position in the Department. Normally only one person shall



be granted extended study leave of two or more years from the same Department at the same time. If the Department has eight or more faculty members, two persons may be given study leave. Under ordinary circumstances not more than a third of the faculty in the same Department will be granted study leaves.

IDENTITY CARD

ID card shall be given to all members of the staff at the time of joining. Employees shall wear their ID card during duty hours. If ID card is lost, it shall be reported to the Administrator and the cost shall be charged for replacement. Upon termination of services at Marian the ID cards shall be submitted to HRO

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 month; at least one meeting for administrative staff once in six months. There shall be joint meeting of staff whenever found necessary by the Principal. It is a part of the duty of the staff to attend the staff meetings when convened. Any exemption from staff meeting shall be obtained directly from the Principal. Non participation in staff meeting even while present in the College is considered as wilful insubordination.

SERVICE BOOK

A service book shall be opened for all employees who serve Marian for more than 3 years. The service book shall show the details such as brief profile of the employee with photo, date of joining, copy of appointment order, details of probation, initial salary, increments if any received during each year of service, promotions received, leaves other than casual leaves availed, awards or recognitions conferred of the work of staff/faculty etc. The service book shall be maintained by the office/HR department.

TRANSFER

Management shall have the right to make interdepartmental transfers and re-assignments of duty as and when necessary. It is the duty of the persons transferred to learn the required skills and knowledge for the successful performance in the new responsibility. The transfer can also be from non-faculty to faculty positions and vice versa.




Principal
Marian College, Kuttikkanam