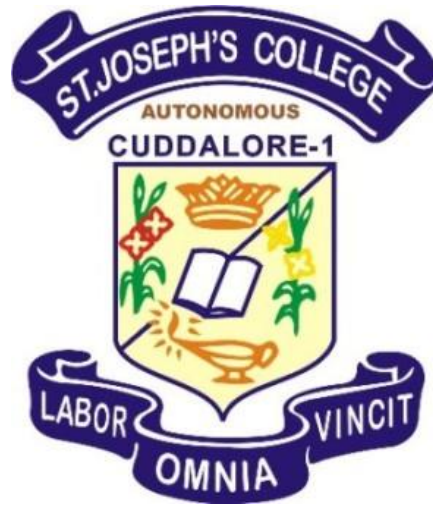


**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

MANJAKUPPAM, CUDDALORE-607 001

TAMIL NADU



RULE BOOK

PREFACE

This is a comprehensive RULE BOOK of St. Joseph's College of Arts & Science (Autonomous), Cuddalore. Efforts have been made to include all aspects of the working of the College. All the teaching and non-teaching staff of the College are required to understand these rules and adhere to it without fail.

The College Governing Body has the authority to make amendments to these rules from time to time.

The Secretary

St. Joseph's College of Arts & Science (Autonomous), Cuddalore - 607001.

August 2022

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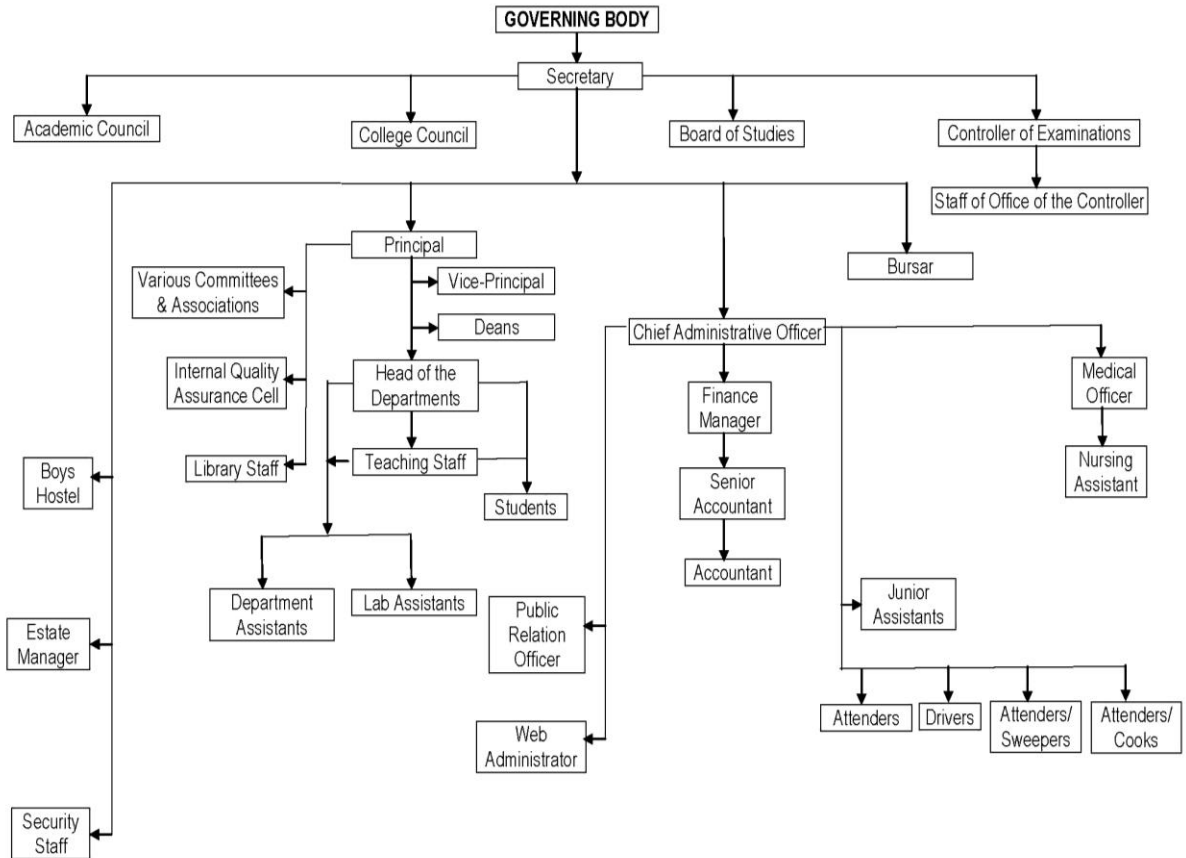
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LIST OF ABBREVIATIONS

API	Academic Performance Indicator
AQAR	Annual Quality Assurance Report
AR	Deputy Controller
CAO	Chief Administrative Officer
CC	College Council
CGPA	Cumulative Grade Point Average
CIA	Continuous Internal Assessment
CL	Casual Leave
CoEs	Controller of Examinations
CS	Chief Superintendent
CSIR	Council for Scientific and Industrial Research
DA	Dearness Allowance
DCB	Demand, Collection and Balance Statement
DEC	Director of Collegiate Education
DL	Duty Leave
DR	Deputy Registrar
EM	Estate Manager
EMC	Estate Management Committee
EO	Enquiry Officer
EPF	Employee Provident Fund
FC	Finance Committee
FM	Finance Manager
GOs	Government Orders
HMC	Hostel Management Committee
HoDs	Head of Departments
ICT	Information and Communication Technologies
IQAC	Internal Quality Assessment Cell
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
M. Phil	Master of Philosophy
ML	Medical Leave

NAAC	National Assessment & Accreditation Council
NET	National Eligibility Test
NGO	Non Government Organization
OBC	Other Backward Community
OS	Office Superintendent
PAN	Permanent Account Number
PBAS	Performance Based Appraisal System
PG	Post Graduate
Ph. D	Doctor in Philosophy
PL	Paternity Leave
PR	Personal Register
PRO	Public Relation Officer
PTA	Parent Teacher Association
QC	Quality Circle
RJDCE	Regional Joint Director of Collegiate Education
SC	Scheduled Caste
SET	State Eligibility Test
SJC	St. Joseph's College
SL	Study Leave
SLET	State Level eligibility Test
ST	Scheduled Tribe
TA	Travel Allowance
TAN	Tax Account Number
TDS	Tax Deducted at Source
TMC	Transport Management Committee
UG	Under Graduate
UGC	University Grants Commission
WB	Web Administrator

ORGANOGRAM



PART – I

GENERAL, ACADEMIC, & ADMINISTRATIVE RULES

INTRODUCTION

St. Joseph's College of Arts & Science (Autonomous), Cuddalore, is a Minority Institution as envisaged in the Constitution of India and in various Acts and Rules of the country. The South Arcot Diocesan Corporation (SADC) which is incorporated as Company under the Archdiocese of Pondicherry-Cuddalore is the legal holder of the College. The Archbishop of Pondicherry-Cuddalore is the Chairman of the College Governing Body and the Management Committee. As a Roman Catholic institution, the College affirms that God's love, expressed in the relationship among Creator, Redeemer, and Spirit, as seen in the Gospel and invites all people to form vibrant and caring communities through education and extension services. The College manifests this belief by:

- respecting and upholding the dignity of the human person as created in the image and likeness of God;
- respecting the beliefs of those members of other religions and spiritual traditions and inviting them to share the gifts they bring to the community;
- providing higher education, rich in values and offering opportunities for spiritual, intellectual, ethical, and career growth;
- demonstrating leadership and justice in service to the community;
- standing in solidarity with those who are poor, forgotten, and oppressed; and
- participating in the creation and development of societal structures that are humane, just and respectful of the rights and dignity of the human person.

Our Vision

To Work hard to prepare

- ❖ Men and Women academically and technically equipped to steer the Nation along the path of progress and peace.
- ❖ Men and Women who will free the Nation from the clutches of Sectarianism and Parochialism.

Our Mission

To work hard to provide:

- ❖ Wholesome and integral education that will help the students to find their purpose in life and role in society.
- ❖ Ethical and social values that will help them confidently face the challenges of life; and
- ❖ Human and community values that will help them build the solidarity among Indians.



The College Coat of Arms

The emblem of the college consists of the shield, a banner carrying the title of the college, a banner carrying the motto of the college. The words "Autonomous and Cuddalore" are inscribed in the space between the college name and the shield.

The shield incorporates an open book in the center flanked by a bunch of lilies on either side. Above the book is a crown and below it is a lighted lamp.

The book signifies the value of knowledge. The lilies stand for purity of word, thought and deed. The lighted lamp inspires us to be torch bearers of knowledge. The crown symbolizes the glory of right knowledge acquired by perseverance and patience - reflecting the motto, "Labor Omnia Vincit" (Hard work Triumphs) which is inscribed below the coat of arms.

This Rule Book is in force with the approval of the Management Committee. This shall be in effect until further notification. The Management Committee shall have powers to alter, amend, delete or add any clauses of this Rule Book.

Objective

The aim of preparing this rule book is to provide rules and regulations for maintenance of standards in administrative, academic and non-academic activities of the college. The rule book will help the college achieve the mission and vision of the college.

A Glimpse at the Past

St. Joseph's school which was started in 1868 was elevated in to a college in 1884. At that time this was the only college in the district. However, in 1909, the college was de-recognized due to various reasons. There have been relentless efforts from the management to revive the college and finally on 11th October 1991, the college was inaugurated again.

Since then, the college continuously strived to achieve greater heights. The College obtained permanent affiliation in 2008 along with the autonomous status in the same year. One of the major achievements is the reaccreditation from NAAC with "A" Grade in 2011. In 2012, "Minority Status" was conferred to the college by the National Minority Commission.

Amendments in the Rule Book

The College Management Committee at its discretion may change the rules prescribed in this Rule Book as and when required.

Chapter - I

INSTITUTIONAL POLICIES

General

Being a Christian Minority institution, this College gives preference to Catholic Christians in particular and Christians in general in appointments and admission. The education policies of the Archdiocese of Pondicherry-Cuddalore and the decisions of the Education Board of the Archdiocese govern the policies of the College.

Employment Policy

Equal Opportunity

St. Joseph's College affirms equal employment opportunity based on merit and qualification to all irrespective of caste, creed, religion, sex, disability and HIV status.

Policy against Discrimination and Harassment¹

¹Definitions

Discrimination is defined, for the purpose of this policy, as any decision, act, or failure to act which interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the College when such decision, act, or failure to act is based on race, colour, religious belief, sex, marital status, HIV status, national or ethnic origin or disability or any other status protected by the Union or State government by law.

Harassment is defined, for the purpose of this policy, as unwelcome and unauthorized incidents and/or patterns of conduct and/or speech that are severe, persistent or pervasive when such conduct or action is based on a person's or persons' race, colour, religious belief, sex, marital status, age, HIV status, disability or any other status protected by the Union or State government by law.

The term "harassment" may include slurs, jokes, intimidating actions, and other offensive verbal or graphic communications, as well as physical conduct, that interferes with or limits the terms or conditions of another person's employment or that causes a hostile, intimidating, or offensive working environment. This definition of harassment includes actions associated with the concept of bullying - the persistent use of aggressive, overbearing, or unreasonable behaviour, which may include tactics such as verbal, nonverbal, psychological, or physical abuse and humiliation.

Sexual Harassment is defined, for the purposes of this policy as follows:

The determination of sexual harassment will vary with the particular circumstances but generally involves two basic forms: (1) unwanted sexual advances by verbal suggestion or physical contact, or (2) verbal or physical abuse directed against individuals or groups because of their sexual orientation. Sexual harassment embraces a wide range of behaviours, including but not limited to the following: coerced sexual acts, such as using undue pressure on a person, including one's peer, to force sexual interaction; soliciting ; submission to sexual demands in exchange for good grades or evaluations; physical or verbal assault on a person or groups because of their sexual orientation; subjecting a person repeatedly or seriously to unwanted and unsolicited sexual propositions, to touching, or to obscene gestures and language.

The working and learning atmosphere of St. Joseph's college is free from all kinds discrimination and harassment, taking in to consideration of the laws of the country. The College does not discriminate on the basis of race, colour, religion, caste, creed, sex, disability, and HIV status. If any discrimination or harassment is reported, the management will enquire into it and appropriate decisions will be taken. The reported sexual harassment will be enquired by the "Prevention of Sexual Harassment Committee" and the report will be submitted to the Principal for appropriate actions.

Confidentiality

St. Joseph's College will endeavour to maintain confidentiality in all informal and formal proceedings, except as otherwise specified in these statements of procedure. All documents relating to the alleged incident of discrimination or harassment will be maintained as confidential. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

Protection against Reprisal

Retaliation or retribution of any kind taken against an individual as a result of that person filing a complaint in good faith, cooperating in an investigation, or otherwise participating in these procedures is strictly prohibited. Any attempt to retaliate against an individual for bringing a sincere complaint may in itself be treated as a form of harassment. Similarly, a complaint that is malicious and groundless may be treated as an attempt to harass the respondent.

Students Grievance Appeal Committees

The procedures of this Committee shall be the same as staff grievance committee elaborated in Chapter-III.

The Disability & Support Services Panel

St. Joseph's College is committed to providing individuals with disabilities equal access to the academic courses, programs, activities, services and employment at the College. The College strives in its policies and practices to assure not only nondiscrimination but to provide for the full participation of individuals with disabilities in all aspects of College life. In support of this mission, the Panel of Disability and Support Services provides services to self-identified individuals with disabilities based in the fitness and competency of the assigned work.

Ragging²

Ragging is a social evil which can cause a negative impact on the student community. This may have a psychological and physical effect on a student. St. Joseph's college takes every step to prevent this menace in the College campus as well as in the hostel in accordance with the "Tamil Nadu Prohibition of Ragging Act, 1997" and "clause (g) of sub-section (I) of Section 26 of the University Grants Commission Act, 1956".

Code of Ethics

The College management bear responsibilities to preserve and strengthen all of the resources of the College - academic, human, physical, and financial. We are expected to accomplish our goals consistent with high standards of ethical practice and serve as role models for the staff who work with us. We recognize that our personal and

²Ragging constitutes one or more of any of the following acts:

1. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishments:

Actions to be taken on students who indulge in ragging are:

1. Every single incident of ragging, a First Information Report (FIR) will be filed without exception by the College authorities with the local police authorities.
2. Depending upon the nature and the gravity of the offence as established the possible punishments for those found guilty of ragging shall be any one or any combination of the following:
 - a. Cancellation of admission.
 - b. Suspension from attending the classes.
 - c. Withholding/withdrawing scholarship/fellowship and benefits.
 - d. Debarring from appearing in any test/examination or other evaluation process.
 - e. Suspension/Expulsion from the hostel.
 - f. Rustication from the institution for period from one to four semesters.
 - g. Expulsion from the College and consequent debarring from re-admission.
 - h. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall report to collective punishment as a deterrent to ensure community pressure on the potential raggers.

professional conduct reflect upon this institution, on our various professions, and on higher education as a whole. We embrace the values and standards outlined below:

- Respect for all members of the St. Joseph's community
- Honesty and civility in word and deed
- Fair and just treatment of everyone with whom we interact as professionals
- Aspire to contribute to the development of the College
- Avoidance of any conflict, or the appearance of conflict, between personal and institutional interests

We recognize the importance of formulating, implementing and reviewing the administrative policies and procedures of the College. We seek to contribute constructively to their ongoing evaluation and reformulation, as professionals working among others who share the values and standards of conduct identified above.

Discipline of Students

Standards of Student Conduct

Students are expected to maintain standards of behavior, which will bring credit to themselves and their families, show recognition and consideration of the rights of others and contribute to a healthy and profitable educational atmosphere. To meet these goals, the following general rules are established for students, which shall include, but not be limited to the following categories of misconduct.

1. Disobedience to the staff
2. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
3. Forgery, alterations, or misuse of College documents, records, or identification.
4. Obstruction or disruption of teaching, administration, disciplinary procedures, College activities, or other authorized activities on College premises.
5. Theft of or damage to property of the College or of a member of the College community or campus visitor.
6. Use of items such as candy, gum, electronic devices (not all inclusive) inside the campus.
7. Disorderly, lewd, indecent or obscene conduct inside the campus.
8. Possession and use of any weapons inside the campus.
9. Assault, battery, or any threat of force or violence upon a student or College staff or visitor to the campus.
10. Unauthorized meetings, demonstrations and other forms of wilful acts of intimidation.
11. Organizing strikes.
12. Ragging, sexual assault or related physical abuse or conduct that threatens the health and safety of another person.

Disciplinary Procedures/Process

1. When disruption to the learning environment does occur, teacher will counsel individual students.

2. If the disruption continues, teacher will contact parents to assist in resolving the problem and include the college counsellor if necessary.
3. If the problem behaviour cannot be resolved after parent contacts/conferences, the teacher will make a discipline referral to the Secretary/Principal.
4. Continued misconduct may result in suspension from the college for one or more days or permanently depending on the seriousness of the offense.
5. Students are subject to immediate suspension from the College for fighting, specifically, for assaulting another student or staff member, organizing strikes and sexual assault.

Dress Code

1. Dress and grooming should be clean, neat and appropriate for College and should conform to the culture, occasion, weather and community mores.
2. It is recommended that students come to college with simple and unostentatious dress suitable for an academic environment.
3. While coming to College the students should dress keeping in mind the rich Indian culture and the long tradition of the college.
4. Any kind of captions or writings on shirts/Tops etc. are prohibited.
5. Boys shall attend the college wearing properly ironed and Tucked-in shirt and pant, belts, shoes with socks. Shirts should be buttoned properly. T-Shirts, casual wears, banyans, and jeans are not allowed. Only full length trousers are allowed. Proper hair dressing and well shaven face is expected. Round neck T-shirts, earrings or ear/chin/nose studs, etc. are strictly prohibited.
6. Girls shall attend the college wearing sarees or salwar kameez. They shall not come to the college in any other casual dress. Wearing jeans pants, T-shirts, Transparent sleeves, sleeveless tops and legging is strictly prohibited. No jewels allowed.
7. Staff shall make himself/herself presentable. They are advised to wear decent, appropriate and culturally palpable cloths. Clothes like sleeveless or low-neck blouse/tops, see-through cloths, T-shirts, jeans, caps, etc. are not permitted in the College. Earrings, pony tails/long hair, bangles, etc. are not permitted for gents. Always be exemplary in behaviour and modest in dress.
8. In case of failure to comply with these dress codes, appropriate actions will be initiated.

Use of Electronic Gadgets

1. Use of cameras, cell phones and iPods are not allowed in the campus. Use of these during the instructional day will be confiscated and parents will be called.
2. As per the government rules, use of mobile phone in the College premises by the students is strictly prohibited. If any student found using, the teacher shall seize the same and hand it over to the College authorities. Once a student arrives on campus, he or she should place the cell phone in their personal backpack or purse in switched off mode.
3. Staff shall not use mobile phones in classrooms, laboratories and examination halls. However, they may use it in their staff rooms judiciously.

Smoking, Alcohol and Drug-Free Campus Policy

1. Smoking in the College campus is strictly prohibited.
2. Use of alcohol, drugs, or use of any other substances is strictly prohibited in the College campus.
3. Anyone found guilty of violation of the above will be punished.

Parent Teacher Association (PTA)

Parents will be invited to meet the concerned teacher/HoD to discuss about the progress of their ward's education and other activities. Such meetings will be held at least twice in an academic year.

Privacy Act

The College maintains the confidentiality of its students' records. Records are only released to the sponsor or authorized parental representative. Addresses and other personal information will not be released without the specific parental authorization.

General Rules

1. No employee of the College shall engage in any sort of income generation activities directly or indirectly within the College campus or during working hours.
2. No employee shall receive or cause to receive any sort of commission, incidental payment for the purchase of any sort of materials, equipments, chemicals, books, stationery or any other materials. If such payments are mandatory or legal for the suppliers, the same shall be received and accounted to the College general fund. Appropriate receipts shall be issued against such receipts.
3. No staff is authorized to collect money from students, staff or public without the written permission of the Secretary.
4. Staff members shall compulsorily submit their investment details to the Account Section before 10th March each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
5. All staff members and the students are required to wear their identity cards provided by the college while they are in the College campus.

Chapter - II

GOVERNANCE AND ADMINISTRATIVE STRUCTURES

GOVERNANCE STRUCTURES

The governance structure of the college is the most critical system which has to be designed and constituted with utmost diligence. A well-coordinated and well-functioning governance structure will improve the quality of the output from the college.

The following governance structures are mandated as per UGC guidelines.

1. Governing Body
2. Academic Council
3. Board of Studies
4. Finance Committee
5. Planning & Evaluation Committee
6. Admission Committee
7. Library Committee
8. Internal Complaints Committee
9. Examination Committee
10. Student Welfare Committee

I. GOVERNING BODY (GB)

Constitution of Governing Body

No of Members	Category	Remarks
5	Management	Trust / Management as per the constitution / bye-laws, with the Chairman, Archbishop of the Archdiocese of Pondicherry-Cuddalore.
2	Teachers of the college	Nominated by the Secretary / Principal based on Seniority
1	Educationist/Industrialist	Nominated by the Management
1	UGC Nominee	Nominated by UGC
1	State Govt. Nominee	Academician not below the rank of Professor or State Govt Official of Directorate of Higher Education/ State Council of Higher Education
1	University Nominee	Nominated by the University
1	Principal of College	Ex-officio
1	Secretary of College	Ex-officio

Functions of the Governing Body

The Governing Body shall have the powers to:

1. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
3. Approve institution of new programmes of study leading to degrees and/or diplomas.
4. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous.

All these functions are subject to the existing provision in the bye-laws of the College and rules laid down by the State government.

Tenure & Meetings

The term of the Governing Body is two years except for the UGC nominee whose term is full 6 years. The Governing Body shall meet at least twice a year.

II. ACADEMIC COUNCIL

The Academic Council is solely responsible for all academic matters. The term of the nominated members shall be two years. The Secretary/Principal shall convene a meeting of the Academic Council at least once a year. The decisions taken by the Academic Council shall not be subject to further ratification by the Academic Council or statutory bodies of the University.

Constitution of Academic Council

No. of Members	Category	Remarks
1	Principal of the College	Chairman of the Council
1	Secretary of the College	Ex-Officio
3	Nominees from the University	
All	HoDs of the College	
4	Teachers of College	Must represent different categories of teaching staff; to be nominated on rotation on the basis of seniority of service in college
4 or more	Outside Experts	Industry Representatives / from fields like commerce, law, education, medicine, engineering, etc., to be nominated by the Governing Body
1	Faculty Member	Member Secretary

Functions of Academic Council

The Academic Council shall have powers to:

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi, instructional and evaluation arrangements, methods, procedures relevant thereto etc, provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the college.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body.

Tenure & Meetings

The term of the nominated members shall be two years. The Secretary/Principal shall convene a meeting of the Academic Council at least once a year.

III. BOARD OF STUDIES

The Board of Studies is the basic constituent of the academic system in an Autonomous College. The Chairman of the Board of Studies may, with the approval of the Principal, convene and free to invite co-opt experts from outside the college whenever special courses of study are to be formulated or other members of staff of the same faculty.

Constitution of Board of Studies

No of members	Category	Remarks
1	HoD	Chairman
All	Faculties of each specialization	
2	Subject Experts - External	To be nominated by the Academic Council
1	Subject Expert	To be nominated by the Vice Chancellor from a panel of six experts recommended by the College Secretary/Principal
1	Industry Representative	Oriented towards placement - to be nominated by the Secretary/Principal
1	Postgraduate meritorious alumnus	To be nominated by the Secretary/Principal

Functions of the Board of Studies

The Board of Studies of a department in the College shall:

1. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirements for consideration and approval of the Academic Council.
2. Suggest methodologies for innovative teaching and evaluation techniques.
3. Suggest Panel of names to the Academic Council for appointment of examiners.
4. Coordinate research, teaching, extension and other academic activities in the department/college.

Tenure & Meetings

The term of the nominated members shall be two years. The meetings of the Board of Studies for different departments of the college will be scheduled by the Secretary/Principal. Meetings may be scheduled as and when necessary, but at least once a year.

IV. FINANCE COMMITTEE (FC)

The Finance Committee is an advisory body to the Governing Body.

Constitution of the Finance Committee

No of members	Category	Remarks
1	Secretary	Chairman
1	Nominee of the Governing Body	For a period of two years
1	Accountant of the college	To be nominated in rotation by the Secretary for two years

Functions of the Finance Committee

The Finance Committee shall consider:

1. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
2. Audited accounts for the above.

The Finance Committee shall meet at least twice a year. The term of the Finance Committee shall be two years.

V. PLANNING & EVALUATION COMMITTEE

Constitution of the Planning & Evaluation Committee

No of members	Category	Remarks
1	Secretary	Chairman
2	Principal / Heads of Dept	To be nominated by rotation, in order of seniority, by the Secretary/Principal
1	External Expert	To be nominated by the Governing Body
1	Librarian of the college	
1	Teaching staff (other than HoD)	To be nominated by rotation, in order of seniority, by the Secretary/Principal
1	Non-teaching member of staff	To be nominated by rotation, in order of seniority, by the Secretary/Principal
1	Post-graduate / Under- graduate student	To be nominated by the Secretary/Principal on the basis of overall performance
1	Outstanding Sports person	To be nominated by the Secretary/Principal on the basis of performance

Functions of the Planning & Evaluation Committee

The Committee shall advise the Principal, the Governing Body and the Academic Council on:

1. Plans for development and growth of the college & implementing different programs.
2. Measures to maintain or improve the standards of teaching and discipline in the college.
3. Plans for the general welfare activities for staff and students.
4. Any other plans/ measures to improve overall functioning of the college.

Tenure & Meetings

The term of the nominated members shall be two years. The Committee shall meet at least twice a year.

VI. ADMISSION COMMITTEE

The Management Committee in consultation with the Secretary/Principal shall formulate the guidelines for student admission each year. In the absence of such guidelines, the Admission Committee shall formulate guidelines each year in consultation with the Secretary of the College.

Constitution of the Admission Committee

No of members	Category	Remarks
1	Secretary/Principal	Chairman
All	Heads of Dept	
1	Administration Officer / Non-teaching member of staff	

Functions of the Admission Committee

The Admission Committee will

1. Scrutinize applications according to merit and eligibility criteria.
2. Prepare the list of candidates selected and publish the same.
3. Suggest any improvements to the eligibility criteria already being followed.

Tenure & Meetings

The Admission Committee shall meet at least twice in a year, and as and when required before the new academic session begins.

VII. LIBRARY COMMITTEE

Constitution of the Library Committee

No of members	Category	Remarks
1	Secretary	Chairman
1	Principal	Ex-Officio
1	Librarian	Ex-Officio
One each	Faculty Member	To be nominated by HoDs from each department, by rotation, in order of seniority
2	Student Representatives (UG & PG)	To be nominated by the Principal, based on academic performance

Functions of the Library Committee

The committee shall deal with all matters pertaining to the proper utilization of the facilities of the library.

Tenure & Meetings

All teacher representatives except the librarian will hold office for two years and all the student representatives will hold office for one year. The Committee will meet at least twice a year.

VIII. INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee is a very significant part of the functioning of the College in the context of the stringent anti-ragging regulations and view taken by the government as well as the UGC.

Constitution of the Internal Complaints Committee

No. of members	Category	Remarks
1	Secretary/Principal	Chairman
2	Heads of Dept	To be nominated by rotation, in order of seniority, by the Secretary/Principal
2	Lady Faculty Members	To be nominated by rotation, in order of seniority, by the Secretary/Principal
2	Students Representative (Girls- UG& PG)	To be nominated by the Secretary/Principal

Functions of the Internal Complaints Committee

The Internal Complaints Committee shall:

1. Implement steps to prevent any kind of serious offences like ragging/sexual harassment/physical or mental harassment on the campus.
2. Define a clear and fair process for students to raise any grievance.
3. Take steps to maintain a conducive environment for academic pursuit in the college.

Tenure & Meetings

The term of the Internal Complaints Committee will be two years. The Committee shall meet at least twice a year or as and when need arises.

IX. EXAMINATION COMMITTEE

Constitution of the Examination Committee

No of members	Category	Remarks
1	Secretary/Principal	Chairman
1	Controller of Examination	
One each	Senior Faculty Member	To be nominated from each department, by the HoD in consultation with the Secretary/Principal

Functions of the Examination Committee

The Examination Committee shall:

1. Prepare the time-table for the Semester Exams.
2. Coordinate with all Departments and Administration for smooth conduct of Examinations.
3. Investigate any malpractice cases and recommend action accordingly.

Tenure & Meetings

The term of office shall be two years. The term of the Controller of Examinations is three years and may be extended. The Examination Committee will meet at least twice in a Semester.

X. STUDENT WELFARE COMMITTEE

Constitution of the Student Welfare Committee

No of members	Category	Remarks
1	Secretary/Principal	Chairman
2	Faculty members	To be nominated by Secretary/Principal
1	Physical Education In-charge	
Office Bearers	All bodies like NSS, NCC, any clubs, etc.	
2	Student Representatives	To be nominated by Secretary/Principal on the basis of their performance in sports/ extra-curricular activities

Functions of the Student Welfare Committee

The Committee shall:

1. Plan and organize cultural activities in the campus
2. Plan and implement programmes for general welfare & development of students
3. Undertake remove career guidance and counseling programs

Tenure & Meetings

All teacher representatives will hold office for two years and all the student representatives will hold office for one year. The Committee will meet at least twice a year.

OTHER GOVERNANCE STRUCTURES

I. COLLEGE COUNCIL (CC)

The College Council shall meet at least twice a year. The Principal in consultation with the Secretary shall convene the College Council.

The College Council shall be constituted with the following persons:

1. Secretary
2. Principal
3. Controller of Examinations
4. Chief Administrative Officer
5. Heads of All Departments

Duties and responsibilities of College Council

1. Review all curricular and other activities of the College and suggest improvements in such activities.
2. Make recommendations to the College GB on matters related to academic and co-curricular & extra-curricular activities.
3. Discuss matters related to the overall development of the College.
4. The College Council is responsible for preparing from time-to-time strategic directions and policies for the College in planning its resources and submit the same to the consideration of the GB.
5. The College Council shall periodically prepare a master plan to give a future framework for the physical development, co-curricular and extra-curricular activities of the College and submit the same to the GB.
6. The College Council shall identify and evaluate the principal risks faced by the College and ensure that appropriate compliance systems are in place to avoid or mitigate those risks.

II. CONTROLLER OF EXAMINATIONS (CoEs)

Conditions of Service

1. The CoEs shall preferably not hold any other posts or responsibilities in the College.
2. A committee comprising of the Secretary and the Principal shall recommend the short-listed names to the Management Committee for the appointment of the CoEs.
3. The offices of the CoEs, the Principal & the Secretary shall work in tandem. If any difference of opinion occurs, the decision of the Secretary shall be final.
4. The term of appointment of CoEs shall be five years. However, the Management Committee of the College may extend the term for another three years.
5. Credentials of other officers and staff appointed/deputed in the CoEs shall be verified by a committee comprises of the Secretary, the Principal, Controller of Examinations and the two members nominated by the Secretary.
6. The Management Committee of the College may decide on the tenure of the officers and the staff with the CoEs.
7. Any disciplinary issues or misconduct of any of the staff of CoEs shall be immediately reported to the Secretary and the Principal and appropriate actions should be taken immediately and the accused person (s) should not be allowed to enter the office of CoEs until the decision is taken.
8. All part-time/full time functionaries of the CoEs shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.

Duties and Responsibilities

The CoEs shall be responsible for the conduct of all examinations, and it shall be his/her duty to arrange for preparation, scheduling, conducting of examinations and all other incidental matters connected with examinations. The CoEs in the execution of his/her office shall report to the Secretary and the Principal periodically in the performance of his/her duties.

The duties and responsibilities of the CoEs includes among other things:

1. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
2. Take decisions on all matters related to examinations not falling within the powers of statutory officers of the College.
3. Make necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc.
4. Take special care to see that secrecy and confidentiality is maintained.
5. Ensure fair conduct of all examinations and all other incidental matters connected with examinations of the College.
6. Report to the Secretary and the Principal on matters related to the conduct of examinations and the functioning of the office of the CoEs.
7. In-charge of the conduct of Continuous Internal Assessment and Semester Exams.
8. Get from the departments a copy of the syllabus and questions for question bank.
9. Prepare a databank of eligible examiners.
10. Appoint examiners in the name of the College Council in consultation with the Secretary, the Principal and HoDs.
11. Payment of remuneration and travelling allowances to question paper setters and examiners.
12. Take quick decisions as circumstances warrant with or without taking advices from subordinate officers.
13. Exercise control over the space allotted for the examination wing including that for centralized valuation. Further, he should ensure that the rooms, buildings, laboratories, stores, etc. are properly maintained. There shall be an office with sufficient staff for assisting the Controller of Examinations in discharging his duties properly. These staff shall function as per his/her directions and under direct supervision.
14. Conduct the central valuation for both internal and external valuations and to arrange for third valuation when the difference is over 15 marks.
15. Publish the semester examination results after the approval of the Passing Board.
16. Prepare and sends the semester mark sheets and cumulative mark sheets to the HoDs and keeps the record of marks sheets given.
17. Forward the final results to the University for the award of Degree/Diploma.
18. Supervise the staff in Controller's office.
19. Sanction the purchases made for the Controller's office.
20. Convene the Examination Committee.

Other Responsibilities

Supervising the functioning of the M.Phil. section as directed by the Secretary and the Principal.

Staff in the office of the CoEs

The following shall be the staff in the examination wing of the College. However, the General Body of the College may take appropriate decisions from time-to-time on this matter.

1. Controller of Examinations
2. Assistant Controller of Examinations
3. Deputy Registrar - If necessary
4. Deputy Controller - If necessary
5. Section Officer - If necessary
6. Assistants
7. Office Assistants
8. Typists

Security Arrangements

The Office of CoEs is a vital department in an autonomous college and it should be a highly secure area. Consequently the security arrangements in this office require special attention.

1. The CoEs is responsible for the strict security arrangements in the office of the CoEs.
2. No unauthorized person (other than the staff of the office of the CoEs) shall enter the office unless accompanied by not less than a person such as Asst. Controller.
3. A designated person may sit in front of the office of CoEs to receive or provide all information, collect any messages or mails to the CoEs.
4. Self-lock security system shall be introduced in the office of CoEs. Bio-metric devices shall be installed in order to open the main door.
5. All the staff working there shall be given bar-coded identity card and the same shall be used to open doors.
6. The staff working in the office of CoEs shall not mingle with other teaching and non-teaching staff or students of the college.
7. Confidentiality and secrecy of the office of CoEs shall be maintained in every aspect.
8. Adequate fire-fighting mechanisms should be installed at the office and the same shall be verified once in a month.
9. Uninterrupted power supply shall be ensured in the office of CoEs.
10. All the computer shall be protected with anti-virus and password. The passwords should not be shared with any unauthorized persons. Passwords must be changed once in a month.
11. The Office of CoEs will have appropriate printing unit also for printing of question papers and other relevant confidential material.

ADMINISTRATIVE STRUCTURES

The College administration wing shall have the following sections.

1. General Administration
2. Finance
3. Documentation
4. Estate Management
 - a. Construction, Layout & Maintenance
 - b. Campus Security
 - c. Waste Management
 - d. Energy Management
5. Transportation

General Administration Section

Chief Administrative Officer (CAO)

The College may have a CAO who shall effectively supervise and coordinate all the activities of various sections of the administration wing. S/he shall be appointed from among the existing staff or from outside.

Conditions of Service

1. S/he shall be a qualified and experienced person in college administration and shall have sound knowledge in academic matters and accounts.
2. The entire administration shall be supervised and coordinated by the CAO.
3. S/he shall work in close coordination with the Secretary, the Principal and the CoEs.

Duties and Responsibilities

The duties and responsibilities of the CAO includes among other things:

1. S/he shall coordinate all the sections of the administration wing.
2. S/he shall be responsible for all administrative matters of the College.
3. Make sure of the effective functioning of the College office.
4. Liaise (on behalf of the Secretary and the Principal) between the College Office and the Office of the Directorate, Regional Joint Directorate of the Collegiate Education, the University and other educational departments.
5. Keep track of communications from UGC, University, Government and other officials.
6. Assign duties for the administrative and supportive staff in consultation with the Secretary.
7. Coordinate the procedure for admission of students, payment of fees, maintenance of records and registers relating to students' enrollment.
8. Scrutinize and submit the faculty workload to the Secretary.
9. Assist the Secretary in scrutinizing the recruitment process of vacant posts of teaching and non-teaching staff getting approval for the new appointed teaching staff from University.
10. Ascertain that the government regulations are followed in administrative matters.
11. Ensure that the meetings of the office staff with the Principal and the Secretary are held regularly.

Office Superintendent (OS)

Duties and Responsibilities

The Office Superintendent functions under the supervision and direction of the Secretary and in coordination the Principal and the CAO. The functions of OS shall include to:

1. Ensure that the administrative and supportive staff attend to their assigned duties.
2. Ensure that the certificates are issued to the students on time.
3. Ensure and update of Service Registers of teaching and non-teaching staff.
4. Ascertain that the Govt. regulations are followed in administrative matters.

5. See that the scholarships and certificates are issued to the students on time.
6. Make sure that the various Returns to be sent to the University are prepared and dispatched on time together with the University fees.
7. Keep all the records of staff and students.
8. Keep, maintain and update the Asset Register of the College in consultation with HoDs & estate manager.
9. Ensure the physical verification of all stationery, library, laboratory materials purchased either centrally or in the departments.
10. Plan and distribute the administrative work of the Office in consultation with the Secretary and Principal.
11. Supervise the general maintenance of the College.
12. Assist the Secretary/Principal in the admission of the students.
13. Arrange to look after the VIPs who come to visit the College or Secretary/Principal.
14. Help the students to get their scholarships and certificates.
15. The CAO and the OS shall jointly be responsible for the safe custody of all records related to the college.

Finance Section

Finance Manager

The Finance Manager heads the Finance Section.

Duties and Responsibilities

1. Work under the supervision and direction of the Secretary with the CAO of the College.
2. Overall coordination of the Finance Section.
3. Ensure the preparation of the annual financial statement.
4. Make necessary arrangements for the audit of the College accounts.
5. Assist the Secretary in all the financial administration of the College.
6. Give regular information to the Secretary with regard to:
 - Availability of funds
 - Utilization of funds
 - Cash and Bank balance of each account
7. Prepare the College budget in consultation with the Secretary and submit it before the Management Finance Committee for approval. After the approval of MFC, the same shall be presented before the Management Committee.
8. Prevent abuse or misuse of funds
9. Do the disbursement of Student Aid Fund to deserving students in consultation with the Secretary.
10. Ensure that the employee clears all dues before the withdrawal of the last salary.
11. Ensure all statutory deductions & payments such as:
 - TDS
 - PF
 - Gratuity
 - Any other items that may be decided by the Governing Body from time-to-time.

12. Prepare monthly staff salary statement and submit the same to the Secretary.
13. Prepare a monthly income & expenditure statement and submit the same to the Secretary.
14. Keep track on all the investments of the College and bring to the notice of the Secretary about the same.
15. Monitor the work of Sr. accountant and accountants.

Senior Accountant

1. Maintain proper Cash Book and Ledger for the various accounts of the College.
2. Handle the daily cash in the office which includes the remittance to the bank on a daily basis.
3. Release petty cash and other payment with the approval of the Secretary.
4. Cash payments will be made only after preparing the payment voucher.
5. Ensure that bills/vouchers/receipts are collected against all payments.
6. Ensure that all voucher are approved by the Secretary.
7. Keep accurate accounts of income and expenditure of the College.
8. Track all cash and bank transaction on a daily basis.
9. Do the reconciliation of cash on a daily basis.
10. Prepare a monthly budget and get the approval of the Secretary.

Accountant (s)

The accountant (s) shall carry out all duties prescribed by the Secretary, the Finance Manager and the Senior Accountant.

Non-negotiable Accounting procedures

Following accounting procedures have to be adhered to along with other suggestions from the Governing Body/Management Finance Committee/Auditor/Secretary from time-to-time.

Daily cash book & ledger

1. Daily cash book shall be maintained and the same shall be updated on a daily basis.
2. There shall not be any over-writing in cash book.
3. No empty pages shall be left in cash book.
4. No entry shall be made in the cash book without payment either in cash/cheque/bank draft/bank transfer.
5. No entry shall be made in the cash book without obtaining corresponding bills or payment vouchers.
6. Tally cash balance in cash book and cash in hand daily. The denominations of the closing balance of the cash should be entered below the cash book and be signed by the Accountant.
7. An account book shall be kept separately for all suspense payments and once realized, the same shall be posted in the daily cash book.
8. Consolidated ledger shall be maintained against the approved budget and the same shall be shown to the Secretary monthly.
9. Bursar shall verify every income & expenditure on a weekly basis.

Cash payments

1. Cash transactions are to be resorted only for petty expenses.
2. No cash payment shall be done for an amount exceeding Rs.1000/-.
3. All cheques issued shall be account payee only.
4. Cash payments will be made only after preparing the Payment Voucher.
5. All vouchers should be pre-printed with machine made serial numbers.
6. The Voucher has to be approved by the competent authority (Secretary) before payment (as per the requirement of individual projects).
7. In case the Secretary is not present, the voucher must be verified/approved by any other person standing-in for the person before release of the payment.
8. The Payee must sign the voucher for having received the payment.
9. All cash payments above Rs.5000/- should be receipted with a revenue stamp as per the provisions of the stamp act.
10. The number of cash payments has to be reduced by converting settlements through cheque payments.

Withdrawal of cash from bank(s)

1. The Cash Withdrawal Form/Money Indent to be filled up and signed by the accountant handling cash.
2. The cash balance available and the estimated expenses would need to be computed.
3. The Secretary shall verify the requirement before signing the check for withdrawal of cash.
4. The signature of the person presenting the cheque and receiving the cash should be attested on the back side of the check by one of the authorized signatories.
5. A Cash Receipt (Contra) voucher to be prepared and accounted for by the accountant on the same day.
6. The Cash Account (Manual) to be updated for receipt of the Cash.

Cash Verification

1. The Bursar shall physically verify the cash balance occasionally and compulsorily at the end of the month.
2. The cash account record should be signed by the person handling the cash and the person in-charge of finance as and when the physical verification of cash is carried out.
3. Any discrepancy noticed during the physical verification should be recorded and reported in writing to the Secretary immediately.

Controls to be exercised

1. Third parties should not be allowed access to the accountant or the safe. Cash should be paid only in the office.
2. Cash is handled by only one designated person who is responsible for it.
3. A fixed period of time has to be fixed for cash disbursements. Only emergency payments can be released during other times.

Petty Cash

1. Petty cash shall be maintained on an imprest basis.
2. An imprest amount of Rs.25,000/- shall be kept with the Accountant.
3. At any given time, the cash and receipts in the cash box shall total the imprest level.
4. All requests for petty cash must be signed by the Secretary.
5. A cheque to replenish the fund shall be issued when the fund is low, and at the end of every month.
6. The cash and vouchers shall be kept in locked or safe.

Payment of salaries

1. Salaries shall be paid monthly in arrears. A salaries schedule showing the gross pay, advances, deductions and net pay shall be prepared by the Accountant, checked and verified by the Finance Manager and approved by the Secretary prior to the preparation of payment vouchers and the cheque.
2. Salaries shall be paid by ECS through the bank accounts.
3. Employees shall be issued with a pay slip every month, which will show the computation of his/her net salary.
4. Signing the payment vouchers for the net pay is an evident authorization of salary payments.

Salary Advances to staff

Staff advances shall be given upon request, if approved by the Secretary in accordance with decisions of the Management Finance Committee from time-to-time. An Advances ledger account should be opened and reconciled at the end of every month. However, all advances should be approved subject to the availability of funds.

Pending Advances

A statement of loans & advances should be prepared at the end of every month by the accountant and to be submitted to the Secretary. It is necessary to review it on a monthly basis to identify whether any deposits / advances are lying unadjusted or overdue for settlement. While it is possible that the actual date of payments and the purpose of which the deposit / advance was given gets obliterated by passage of time, this report will regularly give details of such funds lying elsewhere.

Bank Transactions

Opening of bank account(s)

Bank account (s) for the College shall be opened only in nationalized bank(s) or any other bank(s) authorized by the Governing Body of the College. Necessary authorization to open any bank account or alter its manner of operation shall be decided by the Governing Body. Separate bank accounts may be opened depending upon the need.

Authorized Signatories

Every cheque / instrument shall be signed by the authorized signatories decided by the governing Body.

Bank Receipts

1. All receipts are to be acknowledged by issuing an official receipt. The date of receipt, its accounting and the date of deposit of the check/draft to the bank account should be the same. The relaxation can be only in view of banking hours or bank holidays.
2. The bank deposit slip should be attached with the receipt voucher.
3. No receipt should be issued on the last day of the month if the instrument cannot be deposited with the bank on the same day.

Bank Payments

1. Payment Voucher has to be prepared before preparing any cheques.
2. Cheques should not be prepared, for whatever reason, if sufficient balance is not available with bank.
3. All vouchers have to be verified and approved before payment is released.
4. Payment has to be made only against original bills and claims. Any type of copy of bill or claim should not be entertained.
5. All supporting documents should be attached with the payment voucher and filed according to serial number.
6. Cheques should be written legibly and doubly ensure that the amount in words and figures are the same.
7. All checks preferably have to be crossed.
8. Post-dated cheques are not to be issued.
9. All cheques are to be stamped “for St. Joseph's College of Arts & Science”.

Bank Reconciliation Statement

Bank reconciliation statement has to be done on a monthly basis to ensure the balances as per the bankbook and the passbook tally. Following the reconciliation, make sure that entries are passed (if any) for bank charges, interest received, etc. in the books immediately.

Closing of Bank Accounts

Any bank account not required to be operated must be closed immediately. The Finance Manager/Accountant shall take up the matter with the Secretary and appropriate decision shall be taken by the Governing Body. When it is decided to close a bank account, the following actions should be completed:

- a. After receipt of the resolution, deliver it to the bank under receipt and transfer the balance amount to another account.
- b. Surrender all the check leaves to the bank under a receipt.
- c. Confirm closure of the bank account.

Approval of Invoices

1. The accountant shall ensure that the Secretary, prior to processing, approves all invoices. If the Secretary is not satisfied with the invoice and cannot approve it for payment, it should be regarded as a disputed invoice.
2. The accountant must ensure that all invoices have been authorized by the Secretary and the delivery challans scrutinized by heads of the relevant departments.

Controls to be exercised

1. All letters/instructions to the bank should be signed by the authorized signatories only.
2. Cheques in advance or in blank should never be signed.
3. Un-cashed cheques should be cancelled within a reasonable period.
4. Specimen signatures should not be left unsupervised.
5. Cheque books should always be kept under lock and key with the Secretary. Only authorized persons should be allowed to handle them.
6. Using a carbon (black side up) under the cheque will leave an impression on the reverse of the check making it difficult to alter.
7. A receipt after payment by cheque should be insisted.

Monthly Expenditure and Variance Report

1. A monthly expenditures and variance report that reflects the expenditures incurred during the month for each line item and the total expenditure incurred for the month shall be prepared by the accountant and the same shall be submitted to the Secretary.
2. It also shall provide the cumulative expenditures incurred to-date and the available balance on the budget.
3. Where there is a budget variance, particularly over spending on a budget line item, or introduction of a new set of activities in a budget column, the report should state if the variance is:
 - Permitted by the GB/FC/Secretary.
 - Unanticipated and requires approval of competent authority.

Purchase Rules

The purchasing function involves:

1. For all purchases of capital good, and goods purchased in bulk like stationary and other supplies, three quotations should be obtained. Then the final supplier is decided upon. However, justification should be given in case the lowest of quote is not selected. Quotations should be attached with the relevant vouchers while submitting for checking.
2. Ensure the credibility of the supplier in terms of being able to supply the requirements and in time.
3. Ensure cost effectiveness of the goods supplied.
4. Ensure quality of goods supplied.
5. Ensure past performance.
6. Ensure reputation of supplier.
7. Supplier should meet all necessary formalities in connection with its status as per the rules and regulations of the Government.
8. Supplier must be able to supply all the good in the requisition/or of the specification prescribed in the purchase order.
9. Preferably be a local, reliable and known.
10. Must be able to supply large quantities, if necessary.

Control to be exercised

The control objectives here will be to ensure that:

1. All purchases are duly authorized and approved before the goods and services are ordered.
2. All goods received or services rendered are according to specification and in quantities requested for.
3. Liability for all purchases is accurately reflected in the books of account and that suppliers are paid only in accordance with the agreed terms.
4. The concerned person shall ensure that the goods ordered are actually received into stores as may be appropriate and relevant accounting records updated accordingly.
5. An inventory of the capital assets should be maintained and updated from time to time. The Estate Manager will be responsible for the same.
6. It is suggested that the fixed assets register is approved and signed by the HoDs/Estate Manager and the Chief Administrative Officer after it is updated annually. The Estate Manager shall take the responsibility of the same.
7. All assets must be given an identification number and such number must be painted on the asset. This number should also be mentioned in the fixed assets register.
8. Physical verification of assets should be undertaken by a person authorized by the Secretary at least once a year. All additions, deletions, modification, etc. should be recorded.

Documentation Section

1. The documentation section shall be managed by Jr. Assistants qualified in computer applications.
2. The senior staff in this section shall be the in-charge.
3. The section shall be responsible for:
 - a. Consolidation and short-listing of all students' application for admission and submitting the same to the Secretary.
 - b. Preparation of details of all types of fee collection including various concessions.
 - c. Summarizing students attendance.
 - d. Preparation of staff salary details.
 - e. Advance reconciliation before salary payment.
 - f. Loss of pay details.
 - g. Preparation of salary ledger.
 - h. Preparation of bank loan details.
 - i. PF calculations (preparation of Form 3-A & Form 6-A).
 - j. Preparation of salary revision proposals.
 - k. Preparation of Transfer Certificates.
 - l. Provide support in the preparation various reports in connection with general body meetings, visits of NAAC & UGC team and any other requirements.
 - m. Collection, filing, maintenance and retrieval of:
 - i. All documents relating to the college.
 - ii. Reports of activities of all departments, associations, co-curricular and extra-curricular activities.

- iii. Photographs taken on occasions/functions of the College.
- iv. Soft & hard copies of all documents of departments, administrative and finance departments.
- n. Management of photocopy machines.

Duties & responsibilities of section in-charge

1. Supervise and coordinate all activities of the section.
2. Ensure that all computers are password protected and the same shall be changed periodically.
3. Ensure that no employee will use personal CDs and pen-drives or any other copying devices.
4. Keep track of the photocopy taken and prevent any misuse.

Public Relation Officer (PRO)

The College shall have a public relation officer. The Secretary in consultation with the College & Committee may appoint/assign a person for the same.

Roles & Functions of the PRO

1. The Public Relations Officer serves as the primary contact with the news media, prepares announcements for dissemination, writes articles and compiles information as and when needed.
2. Take initiative to compile the annual report of the College.
3. Prepare brochures and other publicity materials (both print & electronic).
4. Provide materials to the Web administrator to be up-loaded.
5. He shall work closely with the Documentation section of the College.
6. The PRO provides assistance and guidance in matters related to public information as requested by the Colleges.
7. PRO shall take the responsibility of compiling and printing the student handbook.

Web Administrator (WA)

The College shall have a full-time, qualified web administrator.

Roles & Functions of the WA

1. Maintenance of the website.
2. Regular updation of the website.
3. Fulfill all statutory requirements in accordance with the Cyber Laws of the country.

Estate Management Section

The estate management shall be vested with an Estate Management Committee (EMC) which comprises of the following persons.

1. The Secretary
2. The Principal
3. Chief Administrative Officer
4. Finance Manager
5. One Expert, preferably a Civil Engineer
6. Estate Manager

The EMC shall be responsible for:

- The general lay-out of the college campus.
- Supervision of all construction work, maintenance work and other civil work in the college campus.
- Finalizing the design/drawings of the buildings and other construction work in the College.
- Scrutinizing and finalizing at least three competitive quotations for all the construction work above Rs.50,000/- (Rupees Fifty Thousand only).
- Scrutinizing the estimates of all such work and negotiate with the engineer/contractor/ architect/ other concerned persons.
- Submitting the design and estimates to the approval of the Management Finance Committee and/or to the Secretary.
- Certifying the quality of the materials supplied in connection with the civil work.
- Negotiating the prices of the materials supplied in large quantities.
- Recommending for the part-payment for the construction work to the Secretary.
- Ensuring the completion of agreed work before making final settlement to the architect/engineers/contractors/workers.
- Ensuring the deduction of taxes applicable from the persons concerned.
- Maintaining an asset register and its annual updation through an inventory, including the spare-parts purchased for vehicles.
- Taking appropriate action to ensure complete security in the College campus during 24 hours.
- Designing and implement appropriate waste management (solid, liquid, chemical, etc.) systems in the College campus.
- Designing and implement appropriate energy management systems such as solar power.

Estate Manager (EM)

Conditions of Service

1. The EM shall preferably be a retired civil engineer or a diploma holder in engineering or a person with sound knowledge in construction work and other estate management.
2. S/he shall be directly reporting to the Secretary of the College.

Duties and Responsibilities

1. Ensure that the lay-out of the college campus is maintained aesthetically and all construction works are environmentally palpalable.
2. Supervise all construction work and maintenance work in the College campus.
3. Physically verify all the materials purchased for construction and maintenance work and certify the same and report to the Secretary.
4. Ensure that the campus is plastic-free.
5. Ensure that the waste management schemes are working properly.
6. Ensure continuous supply of drinking water.
7. Ensure that adequate lightings are arranged, particularly in the night.
8. Ensure that the security system in the campus is adequate and working properly.
9. Discharge any other duties assigned by the EMC/Secretary.

Transport Section

- a. The College in consultation with the management will provide transportation facilities to select routes depending upon feasibility and viability of the service. The College bus will run in these routes.
- b. The bus fees shall be prescribed by the management Finance Committee.
- c. Staff and Students are permitted to travel in College bus provided they remit the fees by the due date.

College Bus

Students:

The following actions by students are prohibited in the bus:

1. Interfering in any way with the bus driver.
2. Using profanity or obscene gestures.
3. Possessing knives or weapons of any kind.
4. Fighting or scuffling.
5. Undue noisiness or rowdiness.
6. Throwing anything inside the bus.
7. Throwing objects of any kind from the windows.
8. Littering the bus.
9. Defacing the bus.
10. Sticking hands, arms, head, or feet out the windows.
11. Getting out of a seat while the bus is moving.

Drivers:

1. Avoid talking with others while driving.
2. Avoid using cell phone while driving.
3. Avoid over-speeding.
4. Avoid risky overtaking.
5. Drivers shall produce a medical certificate from a qualified medical practitioner once in six months about their health status particularly mentioning about the eye sight and ear condition.
6. Drivers need to ensure the purchase of fuel from reliable sources and also to ensure its quantity and quality.
7. Drivers will be responsible for any pilferage or theft of fuel from the bus. In the event of such incidents, cost of such quantity of fuel will be deducted from salary of both the driver and the assistant of concerned bus.

Bus Assistant:

1. Keep the bus clean & neat.
2. Support the driver during driving by providing information regarding sides.
3. Ensure that students embark and disembark in an orderly manner.
4. Ensure that students do not put head and hands outside while driving.
5. Keep the bus locked while not used.
6. Report to the Secretary/office any untoward incidents happened during driving.
7. Ensure that all the students and teachers travelling in the bus have paid bus fees.
8. Ensure maintenance of first-aid box in the bus.

Transport Management Committee (TMC)

There shall be a TMC which comprises of the following persons:

1. The Secretary
2. Chief Administrative Officer
3. Accountant
4. Estate Manager
5. Two teachers who regularly travel in the College bus
6. One student representative

One of the teachers mentioned under (5) shall be the convener of the Committee.

Security Section

The College shall have adequate security system. The security personnel shall be full-time persons either recruited directly or assigned from the existing staff or from approved security agencies. They shall be given adequate training on the needs of the College. All security personnel shall be under the supervision of the Secretary. The Physical Education Director shall give periodic physical exercise to the security personal who are either recruited directly or assigned from the existing staff.

Adequate surveillance cameras shall be deployed at all vantage points of the college campus and the same shall be displayed at the office of the Secretary.

Chapter -III

STAFF PERSONNEL POLICIES

Notwithstanding anything contained in these rules, the same may be revised from time to time by the Management Committee of the College by their discretion or keeping in view of the norms prescribed by UGC or any other concerned regulatory authority.

All teaching and non-teaching staff of the College shall be governed by the service and conduct rules of the College.

SERVICE RULES

I. Preliminary Interpretations

In these rules unless otherwise stated:

1. "College" means St. Joseph's College of Arts & Science, Cuddalore.
2. "Staff" means all teaching staff including the Principal and non-teaching staff of the College.
3. "Staff" also means those whose appointment is permanent, probationary or casual.
4. "Secretary" means the Secretary of the College appointed by the Archbishop of Pondicherry-Cuddalore Catholic Diocese, who represents the Managing Committee in all matters.
5. "Management" means the Managing Committee of the College normally chaired by the Archbishop of Pondicherry & Cuddalore Catholic Diocese.
6. "Rule Book" means the rules approved by the Management Committee of the College.

II. General

1. Every staff shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
2. Unless in any case it be expressly provided for, the whole time of a staff shall be at the disposal of College in such capacity and at such places as may from time to time, be directed by the Secretary/Principal of the College.

Office Timings

1. The College office will function from 8.15 am to 6.15 pm on all working days with a lunch break of one hour from 2 pm to 3 pm.
2. The instructional timings shall be from 8.30 am to 1.15 pm for shift-I and from 1.15 pm to 6.00 pm for shift-II. Duration of each period will be normally 55 minutes.
3. All staff are required to be present in the College at least 15 minutes earlier before the commencement of work. The supervisory staff shall set an example by reporting to the office sufficiently early.

4. If any staff has to go out during the working hours, permission from the Secretary/Principal/HoD/CAO shall be obtained and the same shall be recorded in the prescribed book kept at the departments or at the administrative office.
5. All teaching and non-teaching staff are required to be present at the College as per requirement, irrespective of regular timings at the instance of concerned authorities.
6. College assembly will be held for both shifts as and when required.

IV. Attendance

All staff are to mark their attendance in the attendance register in the forenoon as well as in the afternoon, kept at the administrative office. Under no circumstances marking both attendance together is allowed. Half-day leave will be marked if any such incidents noticed upon verification.

Biometric Based Attendance Monitoring System (BBAMS)

BBAMS is introduced in the College with a view to monitor the attendance efficiently and effectively.

1. All staff shall register their finger print in the biometric device. They may seek assistance from the person in-charge in this regard.
2. All staff are required to mark their bio-metric attendance at the time of arrival and departure from the campus. If they fail to mark bio-metric attendance twice a day, it will be construed as absence and half-day leave will be marked, despite their marking attendance in the attendance register.
3. If any technical errors noticed with bio-metric machine, the staff should contact the person in-charge immediately. Blaming the machine is not an excuse to avoid biometric attendance.
4. In the event of failure of one machine, the staff are expected to use the second machine. If all machines failed, they shall enter the time of arrival and departure manually in the register available with the person in-charge at the office.
5. Salary will be calculated on the basis of attendance marked on the bio-metric device.
6. Anyone coming late or leaving early for more than fifteen minutes on three occasions in a month shall lose half-day Casual Leave. Repeated late comers shall be liable for disciplinary action.
7. Any attempt to tamper with the biometric device will be treated seriously.
8. Where a staff is required to go out on an official duty directly from home or proceed from the College and from where s/he is not likely to return to the College, an intimation to that effect shall be furnished with his/her immediate supervisor.
9. Individual biometric attendance reports will be available at the office for verification. Complaints, if any shall be lodged with the person in-charge.

V. Appointment of Staff

The Management Committee shall decide on various positions of teaching and nonteaching staff on the recommendations of the Secretary. Minimum qualifications for appointment of teachers are described in Chapter-IV-Academic policies & Procedures and of the of non-teaching staff are given below.

Procedures

1. The Secretary shall initiate procedures for all appointments of all staff on behalf of the Management Committee. The Secretary is the appointing authority.
2. Appropriate advertisements in media shall be released, as deemed fit by the Secretary. The Secretary will get the eligible candidates list from Archdiocesan Education Board.
3. The appointment of every staff in the College shall be in writing in the form of a contract and it shall be executed within one month from the date of appointment.
4. The appointment of the Principal, the HoDs and the teaching & the non-teaching staff shall be done as per the guidelines in the Rule Book (Chapter-IV) of the College.
5. The newly appointed non-teaching staff shall be under probation for two years. Upon satisfactory performance affirmed through a performance appraisal, their services shall be confirmed. The management reserves the right to extend the period of probation of any staff, if need be.
6. Promotion if any, in respect of the teaching staff shall be made on grounds of merit, ability and performance. This will be assessed through a performance appraisal. Seniority being considered only where merit, ability and performance are approximately equal. In respect of non-teaching staff, promotions shall be considered on seniority basis, provided other conditions regarding qualification and performance are satisfied.
7. The superannuation of the staff of the College shall be 58 years, provided that the staff would retire on the last day of the month in which his/her retirement is due.
8. The dismissal or removal or retrenchment from service or reduction in rank of a staff shall be governed by the provisions of this Service & Conduct Rules.

Minimum Qualifications for Appointment of Non-Teaching Staff

1. Chief Administrative Officer (CAO)
 - a. Preferably a MBA degree holder or a Post graduate with a minimum of ten years experience in college administration.
 - b. Retired persons with required qualification and sound health may also be considered.
 - c. Show good leadership and managerial capabilities.
 - d. Possess excellent verbal & written communication skills (in Tamil & in English).
 - e. Capable of maintaining good inter-personal relationship.
 - f. Good in liaison.
 - g. Committed to the College management.

2. Office Superintendent (OS)
 - a. Preferably a Post Graduate or a Graduate with a minimum of five years of experience in office management.
 - b. Possess excellent verbal & written communication skills (in Tamil & in English).
 - c. Capable of maintaining good inter-personal relationship.
 - d. Committed to the College management.

3. Finance Manager (FM)
 - a. Preferably a M. Com or B. Com degree holder with a minimum of ten years experience in financial management, accounting, statutory fiscal laws, audit, and maintenance of books.
 - b. Good in forecasting and preparing budgets.
 - c. Capable of advising the management on financial matters.
 - d. Capable of maintaining good inter-personal relationship.
 - e. Committed to the College management.

4. Senior Accountant
 - a. Preferably a M. Com or B. Com degree holder with a minimum of six years experience in financial management and accounting.
 - b. Thorough knowledge in book keeping and other accounting procedures.
 - c. Capable of preparing draft income & expenditure and receipts & payments accounts along with balance sheet.
 - d. Capable of maintaining good inter-personal relationship.
 - e. Committed to the College management.

5. Accountant
 - a. B. Com degree holder with a minimum of four years experience in accounting.
 - b. Thorough knowledge in book keeping and other accounting procedures.
 - c. Capable of maintaining good inter-personal relationship.
 - d. Committed to the College management.

6. Public Relation Officer (PRO)
 - a. Graduate preferably in Mass Communication or Journalism with at least five years experience in mass communication or other relevant fields.
 - b. Possess excellent verbal & written communication skills (in Tamil & in English).
 - c. Capable of maintaining good inter-personal relationship.
 - d. Committed to the College management.

7. Web Administrator (WA)
 - a. Preferably a BCA degree with PDGCA.
 - b. Experienced in web designing
 - c. Sound knowledge in web administration
 - d. Capable of maintaining good inter-personal relationship.
 - e. Committed to the College management.

8. Estate Manager (EM)
 - a. Preferably a retired civil engineer with good health or a diploma holder in Engineering or a person with at least five years experience in construction and maintenance work.
 - b. Capable of working under difficult circumstances.
 - c. Sound knowledge in market rates of various commodities related to construction and other items.
 - d. Capable of maintaining good inter-personal relationship.
 - e. Committed to the College management.

9. Junior Assistant
 - a. Graduate in any discipline
 - b. Possess good communication skills
 - c. Capable of maintaining good inter-personal relationship.
 - d. Committed to the College management.

10. Security Personnel
 - a. Tenth pass with good physical features.
 - b. Willing to work outside office timings.
 - c. Capable of maintaining good inter-personal relationship.
 - d. Committed to the College management.

11. Driver (Bus)
 - a. Tenth pass.
 - b. Possess valid driving license.
 - c. At least five years experience in driving heavy vehicles.
 - d. Sound knowledge in traffic rules.
 - e. Medically fit for driving.
 - f. Willing to work outside office timings.
 - g. Capable of maintaining good inter-personal relationship.
 - h. Committed to the College management.

12. Driver (Other vehicles)
 - a. Preferably tenth pass or able to read & write Tamil.
 - b. Possess valid driving license.
 - c. At least five years experience in driving four wheeler.
 - d. Medically fit for driving.
 - e. Capable of maintaining good inter-personal relationship.
 - f. Committed to the College management.
 - g. Willing to work outside office timings.

13. Bus Assistant
 - a. Tenth pass.
 - b. Sound knowledge in traffic rules & regulations.
 - c. Willing to work outside office timings.
 - d. Capable of maintaining good inter-personal relationship.
 - e. Committed to the College management.

14. Attendant

- a. Tenth pass.
- b. Capable of reading & writing Tamil.
- c. Willing to work outside office timings.
- d. Capable of maintaining good inter-personal relationship.
- e. Committed to the College management.

15. Sweeper

- a. Capable of reading & writing Tamil.
- b. Capable of maintaining cleanliness.
- c. Willing to work outside office timings.

16. Cook

- a. Good in cooking.
- b. Capable of maintaining cleanliness.
- c. Willing to work outside office timings.

VI. Promotions

Purpose

The purpose of College promotion policy is to provide an opportunity for internal mobility using a fair and consistent process, as well as to provide a mechanism whereby staff can be recognized and rewarded for their exemplary performance and professional development at the College.

Process and Criteria

When a staff is considered uniquely qualified for an open position, the Secretary may request to promote the staff and bypass the typical posting and advertising process. The Principal in case of the teachers and the Chief Administrative Officer in case of the non-teaching staff, may write a proposal to the Secretary which is to be submitted to the Management Committee detailing how the staff is considered uniquely qualified for the position. The final decision rests with the Management Committee.

In order to recommend for the employee's eligibility for promotion, the following criteria are to be met. The Staff must:

- Be uniquely qualified.
- Display exemplary performance.
- Possess all required skills and abilities for the position recommended.
- Possess relevant experience, qualification and seniority required.
- Demonstrate continued professional development in his/her field after being hired.

VII. Re-allocation Duties at Departmental Level

The Management reserves the right to reallocate/reshuffle any staff from one place/ position/ department to other. The Secretary shall take a decision in this regard in consultation with the Principal/CAO.

VIII. Performance Review

The performance review system is designed to enhance the quality and professional development of staff and to provide opportunity for both positive and corrective feedback. This is also linked with payments of increments and special benefits and also for promotion prospects. A staff must receive a formal performance evaluation at the end of each academic year but not later than the close of the second Semester.

The Performance Review of the staff shall primarily be done for the following.

- To provide systematic review of the performance of a staff.
- To assess training and development needs of the staff keeping in view the organizational development needs.
- For confirmation, extension of the contractual period, re-appointment, increment and promotion of the staff.

The performance of the teaching staff shall be assessed by way of student feedback system and annual Performance Appraisal System or as per the guidelines of UGC from time to time. However, in case of new recruits/staff placed in regular pay scale, the performance of the staff shall be evaluated by the College by way of Performance Appraisal after three months and in case it is not found to be satisfactory in the interest of the College, he/she shall be given a two months period to improve the same, in case the staff fails to do so, the services of the staff shall be terminated without any further notice.

IX. Staff Salary

1. The salary fixation and revision of salary of all teaching and non-teaching staff shall be the exclusive discretion of the Management Committee of the College.
2. Salaries are established at the time of hire and are based on job responsibilities, an individual's qualifications and experience, and equity within the context of salaries paid to other staff.
3. The salary level is reviewed and may be increased depending upon internal economic conditions, individual job performance, or promotion to a position of higher responsibility. The performance reviews shall be conducted for the consideration of salary increase.
4. No teaching staff is entitled to get salary for summer vacation.
5. All permanent staff shall follow the general pattern of contributory Provident Fund Rules, as recommended by Tamil Nadu Government.
6. Statutory payments such as Provident Fund, Gratuity, and medical allowance to the permanent staff shall be decided by the Management Committee.
7. Statutory deductions such as PF, TDS, etc. will be made from the staff salary as per government rules.
8. Salary will be disbursed through the bank account of the staff only.

X. Leave Rules

General

- 1) The Secretary of the college is the authorized person to sanction leave to the staff.
- 2) Leave of absence from duty cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the Secretary.
- 3) Absence without leave shall render a staff subject to disciplinary action.
- 4) No staff who is under suspension shall be granted any leave.
- 5) Application for leave or extension of leave by teachers shall be submitted to the Secretary through the Principal/respective HoD at least three days prior to availing the leave. The concerned teacher shall make necessary alternate arrangements for classes when they are on leave in consultation with the HoD/Principal.
- 6) In case of HoDs, the application for leave shall be submitted through the Principal to Secretary.
- 7) In case of the principal, the same shall be submitted to the Secretary.
- 8) On emergency occasions, leave shall be intimated to the Secretary and to the Principal/respective HoD over phone and the same shall be reported to the Secretary. In such case, the leave letter shall be submitted within two days.
- 9) Application for leave or extension of leave by the non-teaching staff shall be submitted to the Secretary. Emergency leave request by the non-teaching staff shall be intimated to the Manager over phone and the leave letter shall be submitted within two days.
- 10) Teachers are expected to be present on the last day of the Semester and on the opening day of the Semester after vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave as decided by the Secretary.
- 11) Except with the permission of the Secretary, no staff on leave may return to duty before the expiry of the period of leave granted to him/her.
- 12) Grant of leave to the staff on probation shall be the discretion of the management.

Categories of Leave

Following are the leaves provided in the College.

1. Casual Leave (CL)

- a. 12 days in a Calendar Year (January to December) not exceeding ten days at a time including notified holidays and weekly holidays.
- b. CL cannot be combined with any other type of leave or vacation / semester holidays except OD. CL can be prefixed and or suffixed to Sundays and other public holidays, provided such leave shall not exceed 7 days at a time including Sundays and public holidays. For substitutes and management staff only CL is permitted.
- c. Casual Leave cannot be carried over to the next calendar year.

2. Medical Leave (ML)

15 days in an academic year. Production of certificate from a qualified registered medical practitioner is essential to avail ML.

3. Duty Leave (DL)

Duty Leave may be sanctioned by the Secretary and the same may be granted for:

- (1) Attending conferences, seminars and other academic programmes on behalf of the College.
- (2) Participating in a delegation or working on a committee appointed by the University, UGC, state or central government or any other academic body.
- (3) Attending refresher/orientation programmes of the Parent University.
- (4) For performing any duties on behalf of the College.
- (5) Any other occasion as decided by the Secretary.

Details of DL

1. Leave may be granted on full pay, provided no remuneration is paid by the organizers.
2. 15 days in an academic year (1st June to 31st May) not exceeding 14 days at a time.
3. Public holidays can be combined with DL. Semester holidays / local holidays cannot be combined with DL.

4. Maternity Leave (ML)

- a. Maternity leave with full pay may be sanctioned to a woman teacher for not exceeding 90 days. However, it cannot be availed for more than twice in her entire career.
- b. ML may also be carried in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect to this to a woman teacher shall not exceed more than 45 days in her career.
- c. Maternity leave may be combined with leave of any other kind.
- d. Application for ML shall be supported with a certificate by a qualified registered medical practitioner.

CONDUCT RULES

I. Standards of Conduct for the Staff (Teachers and Other Persons employed in the College)

St. Joseph's College expects a high standard of staff conduct. The College strives to provide a safe and secure workplace for all staff. The College consciously promotes harmony, collaboration and unity among the staff and the students. To ensure a safe workplace and to reduce the risk of violence, all staff should review and understand all provisions of workplace violence policy. The College does not tolerate any type of workplace violence committed by or against staff or any other community member.

1. All staff shall be governed by the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013" and the guidelines and norms laid down by the Honourable Supreme Court of India against sexual harassment at workplace (1997).
2. Every staff in the College shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations of the College prescribed in the Rule Book.

3. Refusing to do any work in connection with an examination conducted by the College, which he/she is required to do by the Secretary/Principal /Controller of Examinations of the College, as the case may be.
4. No staff of the College shall absent himself/herself from his/her duties without prior permission from the Secretary.
5. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the Secretary/Principal of the College shall be produced within a week.
6. No staff shall engage directly or indirectly in any trade, occupation or business or undertake any employment. In case of remunerative work like private tuitions, etc., specific sanction from the Secretary shall be obtained in writing.
7. A staff of the College, when involved in criminal proceedings, shall inform the Secretary of such proceedings in writing.
8. A staff offering himself/herself for election to the Parliament/ State Legislature shall have to resign from service. Even if he/she has not resigned or his/her resignation has not been accepted, the Staff would be deemed to have automatically vacated his/her office, on the date the nomination of the staff for election to the Parliament/ State Legislature is accepted.
9. No staff shall bring or attempt to bring any political or other influence to bear upon the authorities to further his/her interest in respect of matters pertaining to his/her individual service in the College.
10. No staff shall, except in accordance with any special or general order of the Management Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any staff or to any other person to whom s/he is not authorized to communicate such document or information.
11. No staff shall appear in any examination without obtaining prior permission of the Secretary; provided that a teacher may without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a Literary, Artistic or Scientific character, subject to condition that his/her official duties do not thereby suffer, but s/he shall not undertake or shall discontinue such work, if so directed by the Secretary.
12. No staff shall write a guide or a help book or cheap notes.
13. No staff shall be a member representative or office-bearer of any association, representing or purporting to represent the staff of the College.
14. No staff shall sit in dharna or shout slogans or participate in demonstration or create any kind of obstacles to the smooth functioning of the College. The management has the right to suspend immediately such staff pending enquiry.
15. No staff shall participate in any activity, which is detrimental to the interests of the College and no staff shall take part in any activity which in the judgment of the Secretary is calculated to lead to indiscipline in the College.
16. Any staff of the College can represent to the Management Committee or to the Chairman of the Management Committee only through the Secretary.

II. Prohibited Conduct

Certain violations of College regulations are so serious that they may call for immediate discharge or other appropriate disciplinary action.

Such actions include, but are not limited to:

1. Refusing to carry out job duties or reasonable directives or serious act of insubordination of the superior/HoD/Principal/Secretary.
2. Action that is or can reasonably be expected to be seriously detrimental to the College or its reputation.
3. Deliberate or reckless action that causes either actual or potential loss to the College or staff, or damage to property or physical injury to staff.
4. Physical violence, fighting, bullying or disorderly conduct on the premises or at a college-sponsored event.
5. Sexual harassment, defined as unwelcome physical contact and advances, demand or requests for sexual favours, sexually coloured remarks, showing pornography, and any other unwelcome verbal non-verbal or physical conduct of a sexual nature.
6. Inappropriate relationship with student even consensual.
7. Theft or unauthorized removal of College property or of the property of others.
8. Misrepresentation, including falsification of reports or records, or deliberate failure to accurately complete reports or records or manipulation of College documents /records.
9. Illegal or unauthorized possession of a weapon on College premises or at a college-sponsored event.
10. A criminal activity or offence (whether committed during or outside normal working hours).
11. Unauthorized disclosure or use of confidential or related material or information.
12. Unauthorized entry to the office of the Controller of Examinations or computer records or to the College office.
13. Deliberately accessing internet sites containing pornographic, offensive or obscene material.
14. Misappropriation of College funds or other assets.
15. Receive bribe or any favours from the students or from anyone for any assistance in connection with the College activities or giving inducements.
16. Serious or continued violation of safety standards.
17. Remaining absent from duty continuously for five days without intimating HoD/Principal/CAO/Secretary as the case may be.
18. Use of tobacco, drug and alcohol inside the college campus or hostel.
19. Any other material breach of the employment relationship.
20. Subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union, or to disturb public peace.
21. Engage himself/herself in any political activity. S/he shall not associate with any political party or with any organizations which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
22. Criticize adversely in public any administrative action of the Management Committee of the College.

III. Disciplinary Action against the Staff

1. When a problem develops, the concerned superior will meet with the staff to discuss the situation and to obtain information that will help determine the appropriate action to take. In most cases, the necessary action will fall into one of two categories - progressive discipline or immediate suspension, pending enquiry in grave matters of misconduct.
2. Progressive discipline will be used for problems involving staff work performance, attendance or lateness. In most cases, disciplinary action should occur in progressive steps so that suspension occurs only after efforts have been made to correct the performance issues.
3. In spite of advice, caution, warning or censure, if any staff is found to be repeating the same or similar acts or behaviour of indiscipline, or if the staff is charged with grave indiscipline or misbehaviour or any deed that would inflict severe damage to the reputation of the college or authorities of the college, appropriate and deterrent penal action will be taken by the Secretary through appropriate procedures.
4. In case of moral turpitude, sexual harassment or misconduct, the Secretary with the concurrence of the College Management Committee shall have the right to suspend the staff with immediate effect. The period of suspension shall not exceed three months within which the case must be decided. During the period of suspension the staff shall be paid an allowance equal to half amount of his salary. If ultimately the staff is removed from service, notice period of such removal shall not be allowed nor will any salary be paid in lieu thereof.
5. Following are the general grounds for taking penal actions against the staff.

However, this is not a conclusive list.

a. Misconduct

Misconduct shall include breach of the prescribed terms and conditions of service rules, Statutes, Regulations and Rules relating to the duties and responsibilities of teachers and violation of code of conduct.

b. Act or omission involving moral turpitude

Moral turpitude shall carry the same meaning as under the general law.

c. Willful and persistent neglect of duty

Willful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission; and failure to discharge any of the duties prescribed under Rule, Statutes, Rules and Regulations.

d. Incompetence

Incompetence shall include failure to keep his/her knowledge up-to-date in spite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the teaching work because of inability to teach.

6. Following are the general disciplinary actions/penalties perceived by the management. However, it is not conclusive and the management has the right to introduce appropriate disciplinary actions according to the situation.
 - a. Oral or written warning/reprimand/censure
 - b. Obtaining letter of apology
 - c. Imposing fine

- d. Deduction of leave
 - e. Withholding increment
 - f. Cancellation of increment
 - g. Reduction to a post in the lower pay-scale or to a lower stage of increment in the employees' own pay-scale.
 - h. Remarks in Service Book
 - i. Suspension
 - j. Removal from Service
 - k. Compulsory retirement
7. Any staff who receives more than 8 memos in an academic year will forfeit one increment apart from other forms of disciplinary actions deemed necessary by the management.

IV. Removal from Service

A. Definitions

1. For the purpose of definition, a staff of the College shall include both teaching & non-teaching, appointed permanently, temporarily, or on contract basis or daily wage basis.
2. Termination is the separation of a staff from his/her position with the College.
3. Voluntary Termination is a voluntary decision made by a staff to resign from the position in the College.
4. Involuntary Termination (dismissal) is a decision by the College to terminate the employment of a staff for adequate cause.
5. Layoff is defined as one type of involuntary separation from employment usually due to lack of work, lack of funds, reorganization, elimination of positions, reduction in force, de-recognition or grant expiration.

B. Guidelines

1. The management shall have powers to terminate the services of a staff without assigning any reason or without giving any notice during the original or extended period of probation, if the performance of the staff is not found satisfactory or he/she is found to be disobeying the policies/code of conduct of the College.
2. The management shall have powers to terminate the services of a confirmed/permanent staff by giving him/her three months notice or by paying him/her three months' salary.
3. The management shall have powers to terminate the services of a staff by giving him one months' notice or paying one months' pay in lieu thereof if the said staff has been declared medically unfit to continue in service.
4. Generally, voluntary separations include adequate advance notice from the staff. A confirmed staff is expected to give as much advance notice as possible, but no less than three months. A staff should provide written notification to the Secretary of the College through the Principal in case of teaching staff and through the Chief Administrative Officer in case of non-teaching staff. A staff who fails to give the required advance notice will forfeit the salary for three months.
5. A staff on probation shall give one month notice to the Secretary or one month salary in lieu of notice for discontinuing the service.

6. Generally, involuntary terminations include adequate warning and other disciplinary procedures; however, the Management Committee reserves the right to bypass any notice or disciplinary steps as it deems necessary, depending on the urgency of specific circumstances.
7. Until the final decision concerning the termination of a staff, s/he may be placed under suspension or assigned to other duties in lieu of suspension.
8. Before a staff leaves employment, the supervisor (HoD/Principal/CAO) should complete a Compliance Review Exit Questionnaire.
9. The staff may also provide feedback to the College about the employment experience by requesting an interview with the Secretary.
10. All statutory benefits of a departing staff shall be paid as per the rules & regulations of the College.
11. Staff who quit will be regarded as permanently separated from employment with the College with no seniority or other rights. Should such separated employees be rehired, they will be reemployed as new employees.
12. No one will be re-employed in the College if terminated for disciplinary causes.
13. Nothing contained in this policy shall be construed to constitute a contract of employment, either expressed or implied, nor shall it be construed to modify the employment-at-will relationship that exists between the College and its employees.
14. All requests for references or reference checks must be referred to the Secretary.

V. Conflict Resolution Procedure

In many cases, employment-related problems are a misunderstanding or the result of poor communication that can be resolved by both parties through additional discussion and agreement. Members of the College community are encouraged to bring employment-related issues to the appropriate superior. The College recognizes that a procedure for resolving employment-related complaints that cannot be settled through the normal channels of communication with the superior is important. All staff having such complaints have the right to be heard and may expect a fair resolution without the fear of jeopardizing their employment status. The office of the Secretary handles complaints pertaining to non-teaching employment-related matters.

VI. Staff Grievance Appeal Committee

1. The College promotes a fair and transparent redressal system. It is the endeavour of the College that fair procedures for grievance appeal and disciplinary actions be maintained with appropriate opportunity for explanation or self-defense for the grievant or accused. Grievances and issues against the management, violation of religious rights, violation of rights related to human resources and administration shall be given in writing to the Secretary of the College for necessary action. The appellate authority of the grievances and issues shall be the Chairman of the Management Committee, the Archbishop of Pondicherry & Cuddalore whose decisions shall be final and binding.
2. A Staff Grievance Redressal Committee shall be constituted by the Management Committee of the College. The term of this Committee shall be one academic year. The Principal in concurrence with the Secretary of the College is authorized to fill the vacancies that may occur during the academic year.

Rules & Procedures for Grievance Redressal Committee³

1. Provide fair and expeditious hearing to both grievant and respondent.
2. Conduct a hearing, without any prejudices, including an examination of those witnesses and receipt of such documentary evidence as the Panel may deem appropriate.
3. The Grievance Redressal Committee shall deliberate in private session and shall by open vote decide on whether a violation of the College's non-discrimination and non-harassment policy has occurred. A decision that a violation has occurred requires majority among the members of the Committee. In the case of the finding of a violation, the Chairman of the Committee, in consultation with the members of the Committee, shall determine the appropriate remedy or sanction.
4. The grievant and respondent may both choose to bring witnesses, and must provide the Committee Chair with the names of such witnesses at least 24 hours in advance of the hearing. The Committee may also invite witnesses. No one is allowed to attend the hearing whose name has not been submitted to the Committee Chair 24 hours in advance, except in circumstances deemed exceptional by the Committee.
5. Witnesses may be either: (1) individuals who have direct knowledge of facts pertaining to the case, or (2) individuals who will attest to the good character of either the grievant or the respondent. The Committee may only invite witnesses from category.
6. Each witness from these categories will be reminded upon testifying that the proceedings are confidential, and instructed not to discuss what has transpired in the hearing with anyone.
7. The number of witnesses to be heard is at the discretion of the Committee.
8. The report of the Grievance Redressal Committee shall be forwarded to the Secretary of the College through the Principal for appropriate action.
9. The Secretary shall intimate both the grievant and the respondent the decision of the management within a reasonable time.

³ These are applicable also to Students Grievance Committee elaborated in Chapter-I of this Rule Book.

Chapter - IV

ACADEMIC POLICIES AND PROCEDURES

GENERAL

1. Academic year of the College shall normally start from 1st June of every year.
2. Enrollment of first year UG/PG shall be carried out every academic year and the total number of working days in an academic year shall not fall below 180 days.
3. The working days shall exclude holidays and vacations, the time set apart for completing normal admission, time required for the preparation and conduct of examinations but shall include the days on which classes such as lectures, tutorials, seminars, practical, etc. are held or conducted.
4. The total periods provided in the timetable shall not be less than 30 clock hours in a cycle of a week.
5. Every teacher shall be available in the College on a working day during the period prescribed and shall in addition to participating in teaching, undertake examination/test/evaluation/ invigilation work, general assistance to students in removing their academic difficulties, and participate in extracurricular and institutional support activities as required.

COURSES

1. The Academic Council takes decisions on the recommendations of Board of Studies on the new courses.
2. The office of the Secretary/Principal shall make necessary arrangements to apply to the University for new courses and follow-up the same.
3. Adequate publicity shall be given to the public regarding new courses so that the seats allotted may be filled.
4. The Management Committee shall decide the fee structure for various courses at the beginning of each academic year.

ADMISSION

1. The admission shall be done as per the decisions of the Admission Committee.
2. The office of the Secretary/Principal shall make arrangements for admission at the beginning of each academic year.
3. Prescribed application forms & prospectus shall be prepared and sold to the candidates. Mode of admission will be available both through Online and Offline. Automation is used for process of admission.
4. Fee for application forms shall be decided by the office of the Secretary under the guidance of Governing Body.
5. The last date of the receipt of the filled up application forms shall be decided by the office of the Secretary.
6. Received application forms shall be processed and short-listed for admission.
7. The Admission Committee shall decide the norms of admission each year.
8. Intimation shall be sent to all short-listed candidates through SMS.

9. An interview committee shall be constituted with the Secretary, Principal, & respective HoD and the committee shall interview the candidates for admission.
10. The list of admitted candidates shall be prepared by the college office.
11. Designated jr. assistant (s) shall verify all certificates and other credentials of the selected candidates.
12. Fee from the selected candidates shall be collected.
13. Various fee concessions shall be decided by the Chairman & the Secretary of the college.

SELECTION OF TEACHERS

1. The Management Committee shall decide from time to time the minimum qualification in accordance with the guidelines of UGC and emoluments for appointment of teachers.
2. No teacher shall be appointed who does not fulfill the minimum qualification prescribed for recruitment as per University Grants Commission (UGC) guidelines.
3. The Principal in consultation with HoDs shall report to the Secretary the vacancies or requirements of teaching faculties as and when it is required.
4. The Secretary shall make necessary arrangements to advertize if required, the details of vacancies of teachers in consultation with the Secretary of the Education Board of Archdiocese of Pondicherry and Cuddalore.
5. The College office shall shortlist the candidates in consultation with the Secretary and the Principal and intimate the candidates about the interview.
6. The Chief Administrative Officer (CAO) shall make necessary arrangements for the interview of candidates.
7. A Committee comprising of the following shall conduct interview for the selection of teachers:
 - a. The Secretary of the College
 - b. The Secretary of the Education Board of Archdiocese of Pondicherry and Cuddalore
 - c. The Principal
 - d. Respective HoD
 - e. One representative from the Archdiocese, nominated by the Chairman.
 - f. At least one subject-expert not connected with the College to be invited by the Secretary of the College.
 - g. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates represents these categories.
8. The quorum for the Committee meeting shall be four of which at least one shall be from outside the College.
9. The Secretary shall issue an appointment letter to the selected candidates in consultation with the Chairman of the College Management Committee.
10. All the newly appointed teachers shall be on probation for two years. During this period a consolidated salary shall be paid as decided by the college Governing Body.

11. A performance appraisal shall be done at the end of each year and the teachers shall be either confirmed the appointment or extend the probation for another year for better performance or be terminated from service for non-performance.
12. All confirmed teachers shall be given another appointment letter
13. Upon appointment as probationers, all the teachers shall be given a three-days orientation at the campus. Senior teachers and experts from outside shall take classes. The orientation shall cover apart from other subjects:
 - a. History of the college
 - b. Introduction to the college campus
 - c. Teaching techniques
 - d. Classroom management
 - e. Examination
 - f. Question paper setting
 - g. Guidelines of the University, UGC and NAAC
14. All the teaching staff shall compulsorily attend the training programme of the Academic Staff College within five years of their confirmation; failing which their increments shall be withheld.
15. All the teaching staff, if they do not possess shall obtain either SLET, NET, Ph.D. or other qualifying examinations prescribed by the University or UGC within stipulated time given by the University; failing which their services shall be terminated by the Management Committee.
16. All the confirmed teaching staff shall publish at least three papers in any of the academic publications within the country or outside in five years of their confirmation; failing which their increments shall be withheld.
17. All confirmed teachers shall be encouraged to attend seminars/ conferences/ workshops within and outside the country, with the knowledge and recommendation of the Principal and with the approval from the Secretary.

MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF

Principal

1. A Master's Degree with at least 55% of the marks or a relevant grade regarded as equivalent to 55% wherever grading system is followed by a recognized University.
2. Ph.D. qualification in concerned/allied/ relevant discipline with evidence of research guidance.
3. Professor/Associate Professor with a total experience of a minimum of 15 years of experience of teaching and/or research in an academic/research position in a University/College and other institutions of higher education or Accredited Research Institution excluding the period of Ph.D research with evidence of published work and a minimum of five publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered books/journals and University developed ISBN/ISSN list of journals hosted in the website of the concerned University.

4. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) for Professors as developed by UGC in these Regulations

Associate Professor

1. 55% of the marks, or equivalent grade wherever grading system is followed at the Master's degree level.
2. Good academic record with a Ph.D. degree in the concerned/allied/relevant disciplines.
3. Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.
4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

Assistant Professor

1. Good academic record as defined by the College with at least 55% of the marks or equivalent grade where grading system is practiced at the Master's degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
2. Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
3. Any candidate appointed overlooking the clause (2) above shall fulfill the same within two years of his/her appointment, failing which his/her appointment stands cancelled without further notice or any other legal formalities.
4. Holders of Ph.D. degree or awarded the same within two years of his/her appointment shall be exempted from NET/SLET/SET.

Librarian

1. Master's degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 55% marks where grading system is practiced and a consistently good academic record with knowledge on computerization of library.
2. Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.

Director of Physical Education

1. Master's degree in Physical Education or Master's degree in Sports Science with at least 55% of the marks or its equivalence in a grade point scale with a consistently good academic record.
2. Record of having represented the university/college at the inter-university /intercollegiate competitions or the State and/ or national championships.
3. Passed the physical fitness test.

4. Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Physical Education conducted for the purpose by the UGC or any other agency approved by the UGC.

CONSTITUTION OF SELECTION COMMITTEE FOR APPOINTMENTS.

College Principal

The minimum qualifications for the appointment of the Principal prescribed elsewhere shall be adhered to for selection. The Principal of the College shall be appointed by the Management Committee of the College on the recommendation of a selection committee constituted for the purpose. The selection committee shall be constituted with the following persons.

1. Chairperson of the Management Committee or his nominee.
2. The Secretary of the College.
3. Two members of the Management Committee of the College nominated by the Chairperson of whom one shall be an expert in academic field.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Secretary of the College).
5. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of the candidates representing these categories is an applicant, to be nominated by the Secretary, if any of the above members of the selection committee do not belong to these categories.

Other Procedures

- At least five members, including two experts, shall constitute the quorum.
- All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring performance and recommendation made on the basis of merit with the list of selected & waitlisted candidates/panel of names in order of merit, duly signed by all members of the selection committee.
- The term of appointment of the College principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.
- If the selection committee finds that no suitable person is available from among the existing teaching faculty, qualified and experienced persons shall be appointed from outside.

SELECTION OF HEAD OF DEPARTMENTS (HoDs)

The HoDs shall be appointed on the basis of the recommendation of a selection committee comprises of the following persons.

1. Secretary of the College
2. Principal

Following shall be the criteria for selection of the HoDs.

Option - I

1. A teacher with at least ten years of qualifying teaching experience.
2. A teacher in the grade of Associate Professor.
3. A teacher who holds a Ph.D. degree.
4. A teacher with research publications (book/articles/papers, etc.).

Option - II

1. A teacher with at least ten years of qualifying teaching experience.
2. A teacher in the grade of Associate Professor.
3. A teacher who holds SLET/NET/SET or other qualifying exams as prescribed by the UGC/University/Government.
4. A teacher with research publications (book/articles/papers, etc.).

Option - III

1. A teacher with at least ten years of qualifying teaching experience
2. A teacher in the grade of Assistant Professor
3. A teacher who holds a Ph.D. degree
4. A teacher with research publications (book/articles/papers, etc)

Option - IV

1. A person with at least ten years of qualifying teaching experience.
2. A person in the grade of Assistant Professor.
3. A person who holds SLET/NET/SET or other qualifying exams as prescribed by the University/Government.
4. A person with research publications (book/articles/papers, etc).

Other considerations

1. The candidate shall be committed to the ideals of the college.
2. S/he shall have a track record of supporting the management in all their endeavours.
3. S/he shall possess high standards of social and moral values and shall be a role model to the fellow teachers and students.
4. S/he shall not have received any sort of punishment or reprimand from the management.
5. S/he shall not have received punishment for any criminal activities from the Police or from the Court of Law.

Rotation

For efficient and better management and also for maintaining high standards of teaching-learning process, the HoDs shall be rotated in every five years. In such a situation the teacher who relinquishes the post of HoD shall work under the new incumbent without any prejudices or ill-feeling. All rotation shall normally be effected from the beginning of a Semester. The selection committee shall take decisions on the rotation and other related matters.

Open recruitment

HoDs can also be appointed through open recruitment by advertising the same or by identifying suitable candidates.

ROLES, RESPONSIBILITIES AND DUTIES

The Secretary

The Secretary of the College is a pivotal person who holds overall charge of the College and manages the affairs of the College. He is the link between the College and the management. He represents the management before the Government and the Court of Law.

Conditions of Service

The Secretary of the College shall:

1. Be a senior priest, appointed by the Archbishop of the Pondicherry & Cuddalore, Catholic Diocese, who is also the Chairman of the College Management Committee.
2. Preferably be a Post Graduate.
3. Be a visionary and capable of foreseeing the growth and the development of the college.
4. Be able to provide leadership and direction to the college.
5. Be an individual with foresight, management focus and a firm grasp of the financials, learning as well as human resources.
6. Be able to devise strategic plans which meet the college's developmental objectives and exceeds its requirements.
7. Have a proven interest in educational field.
8. Have proven ability in administration and financial management, preferably in educational institutions.
9. Be a proven fund raiser.
10. Be the official publisher of all publications of the College.

Core Duties & Responsibilities

1. Play a supportive role to the academic community headed by the Principal and complements his/her work.
2. Recruitment of Staff as per norms.
3. Appointment of HoDs as per norms.
4. Confirmation of the appointment and probation of the staff on the recommendation of the principal as per norms.
5. Manage the affairs of teaching and non-teaching staff.
6. Initiate disciplinary action against the staff, if need be on the recommendation of the concerned superiors.
7. Maintenance of the service registers.
8. Manage salary of staff.
9. Sanction of increment, Provident Fund, loan, recovery of loan and closure, income tax, all kinds of leave, leave on other duty and legal matters.
10. Manage the overall discipline of the students and the staff.

11. Maintain regular communication with the Principal, Controller of Examinations, HoDs, Administrative Officer, Accountant, Estate Manager and all others who hold executive powers.
12. Take responsibility for ensuring all financial, planning and other management controls are accounted for, accurate and efficiently used and ensures timely and accurate preparation of income and expenditure and audit of the same and maximize income generation.
13. Be the Drawing and Disbursing Officer and operate all funds earmarked for the College.
14. Issue appointment letters to all teaching & non-teaching staff of the College on the basis of sponsorship letter issued by the Education Board of Archdiocese of Pondicherry-Cuddalore on recommendation of the College management Committee.
15. Recommending the penalties to the College Management Committee in case of offences or lapses on part of the employees.
16. Be an invitee to all statutory committees (both academic & other) of the College.
17. Be a liaison person with government departments, educational departments both at the state and central level and University Grants Commission (UGC).
18. Keep a regular liaison with the Chairman of the College and other concerned officials at the Archdiocesan office.
19. Cause to convene the meetings of the Governing Body, the College Management Committee, the Academic Council, Board of Studies, Management Finance Committee and all policy making committees that may be constituted from time-to-time. And he shall be an ex-officio member of all these Committees.
20. Decide in consultation with the Chairman of the Governing Body about the concessions for various categories of students.
21. Have an overall control over the students' hostel.
22. Develop the College campus in line with the expansion strategy.
23. Perform all religious services of the college.
24. Cause to frame such supplementary rules, as deemed necessary to maintain discipline in the college.
25. Custodian of all documents related to the College.
26. Keeps in touch with educational authorities and seeks speedy solution for administrative problems.
27. Familiar with all GOs, issued time to time by various government authorities.
28. The Secretary is the chief animator of the institution. The staff and students can approach him freely for support and guidance and he is responsible for the animation of the staff, students and hostels inmates.

The Principal

The role of the principal is to lead and manage the planning, delivery, evaluation and improvement of the education of all students in the College. S/he needs to ensure high quality of education to all students and continuously strive for the improvement of capacity of teachers. S/he is a liaison person with the management and other governmental and non-governmental agencies.

The Principal is a figure-head of the college and consequently s/he shall show remarkable ability in managing the affairs of the college community with ease. He shall be an individual with foresight, management focus and a firm grasp of the financials, learning and human resources. The Principal shall provide leadership, direction and co-ordination within the College. S/he shall strive to create an organization and or climate which fosters student and teacher growth.

The Principal shall be a member of the Governing Body, Academic Council, the Board of Studies and all other committees of the College.

Conditions of Service

(Please refer earlier part of this chapter).

Core Duties & Responsibilities

Subject to the supervision, general control and direction of the Management Committee and the Secretary, the Principal of the College, as an administrative and academic head of the College is responsible for the following.

- Academic work
- University examinations
- Administrative strategies
- Liaison with bodies such as UGC, Dept. of Education, etc.
- Public relations

The following are the specific roles & responsibilities of the college Principal.

However, the same is not conclusive. The Principal:

1. Acts with fairness, dignity and integrity.
2. Works towards in fulfilling the motto of the college.
3. Demonstrates a sensitivity to and genuine caring for others and cultivates a climate of mutual respect.
4. Uses effective communication, facilitation, and problem-solving skills.
5. Adheres to professional standards of conduct.
6. Fosters a culture of high expectations for students, teachers and other staff.
7. Demonstrates a sound understanding of current pedagogy and curriculum.
8. Develops a culture of continuous improvement in the college to ensure that learners are at the centre of learning.

Other Duties & Responsibilities

1. Admission of students as per norms.
2. Maintenance of discipline of the College.
3. Work with the Secretary, the HoDs, Administrative Officer and other executive staff on a daily basis.
4. Monitor the work of HoDs and the department regularly.
5. Sanctioning of various types of leaves to the teachers.
6. Ensure that the college fulfils observation of the Acts, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University, the orders issued by the Central and the State Governments and UGC.

7. Shall have the authority to exercise all such disciplinary powers over the teachers and the students in the college as may be necessary for the proper conduct of the college.
8. Administration and supervision of curricular, co-curricular, extra-curricular or extra-mural activities of the College and maintenance of records.
9. Maintain student discipline and, within the rules and procedures provided, suspend or expel students on disciplinary grounds or expel students for academic reasons.
10. Make necessary arrangements to prepare the time-table with the help of HoDs.
11. Shall have the administrative control over the college library.
12. May delegate any of the powers to any officer working under the Principal for the sake of administrative control and convenience.
13. Formation of different Academic Associations and Committees in the College.
14. Release the employees from service after due clearance from the Management Committee.
15. In order to carry out his/her administrative duties, the Principal shall call for meetings with:
 - a. Governing Council
 - b. Academic Council
 - c. Board of Studies
 - d. Teaching Staff
 - e. Administrative and Supportive Staff
 - f. All College Committees
16. Carry out routine work such as signing student certificates, testimonials, and attendance registers.
17. Interacts with the Directorate of Collegiate Education, Regional Joint Directorate of Collegiate Education, University, University Grants Commission, and All India Association for Christian Higher Education, TUDA and other similar organizations for the growth and smooth functioning of the College.
18. Maintain communications with parents or guardians regarding the activities of the college, student achievement, placement and behaviour.
19. Ensure that there is a good rapport between the College and the parents, public, Industries, NGOs and other civic bodies.
20. Cause to conduct the College Day and Convocation Day.
21. Responsible for the movable and immovable assets of the College.
22. Shall recommend changes in admission policy, recruitment policy, fee structure, administrative structure, new courses and welfare of staff and students to the Governing Body.
23. Shall perform such other duties as may be assigned by the Governing Body or the Secretary and exercise such other powers as may be prescribed by the regulations from time to time.
24. The Principal can depute in consultation with the Secretary any teaching staff to assist him to transact academic or administrative responsibilities.

The Vice Principal

The management may appoint a Vice Principal, if deemed necessary. S/he shall work closely with the Principal. The Secretary in consultation with the Principal shall

decide his/her duties, roles & responsibilities. The Vice-Principal may, in the absence of the Principal, at the instance of the Secretary, assume the duties and responsibilities of the Principal.

The Deans

The management may appoint Deans separately for shift-I & shift-II. The Secretary in consultation with the Principal shall decide his/her duties, roles & responsibilities.

FACULTY ASSEMBLY

HoD Meetings

1. Meetings of HoDs shall be convened every month.
2. The Secretary may cause to convene such meetings.
3. Such meetings shall review all policies, procedures, and priorities put forth by the Academic Planning Committee, College Council, and Faculty Development, including, but not limited to, curriculum and instruction (core, major, assessment); standards informing ongoing academic excellence and integrity, and graduation along with other matters concerning the College.
4. Minutes of the proceedings shall be maintained by the Principal.

Staff Meetings

Meetings of all teachers shall be convened as and when required. The Principal in consultation with the Secretary shall convene the meeting. Such meetings may discuss matters related to the academic and overall development of the college apart from any other specific agenda.

Head of Departments (HoDs)

HoDs are expected to play a vital role in the smooth functioning of the college, especially in academic matters. As mentioned earlier, specific guidelines are prepared for the appointment of HoDs. In order to provide more leadership as well as to keep the vibrancy of the post, it is recommended that the HoDs shall be rotated once in five years as per the guidelines given earlier. This will provide opportunities to more teaching faculties to become HoDs and contribute their best to the development of the college.

Duties

The duties attached to the position of HoDs are to:

1. Present the departmental budget/requirement to the Secretary.
2. Take the lesson plan from the teachers and to ensure that they follow the plan and the syllabi is completed on time.
3. Ensure smooth conduction of examination including paper setting, assessment of theory and practical and submission of result to the Controller of Examinations.
4. Ensure that the purchases and maintenance of stock registers are done properly by the laboratory assistant.
5. Ensure quality, maintenance and cleanliness of the department.
6. Recommend leaves of the departmental colleagues.
7. Encourage research/innovative programmes in the department.

8. Organize need-based workshop/seminars/symposia/visits, etc. in consultation with the Secretary.
9. Invite guest speakers for interaction with UG/PG students in consultation with the Secretary.
10. Guide the students for career opportunities.
11. Take responsibilities for the smooth functioning of the department and to be available to the staff and students during the working hours of the College and if need be also outside the working hours.
12. Ensure the punctuality of the teachers in executing their assigned duties and report on time for their respective classes.
13. Strive to achieve academic goals and to develop research programmes in the department with the support of the teachers.
14. Distribute the work equitably, preferably avoiding sharing or splitting course works unless it is very desirable or necessary, in consultation with the faculty.
15. Hold departmental meetings at least once a month and facilitate interaction and sharing among the staff and maintain the minutes of such meetings.
16. Display the consolidated internal marks on time and to hand over a copy of the marks to the Controller of Examinations and to keep a copy in the department.
17. Call for the meetings of Board of Studies whenever necessary and monitor updating the existing courses as well as introducing new courses with the concurrence of the Secretary/Principal.
18. Ensure submission of question papers for CIA to the Controller of Examinations.
19. Represent suggestions of the departments on matters related to academic and administrative procedures to the management.
20. Briefly, promptly and regularly communicate the decisions made at the HoD meetings to the teachers.
21. Draw attention to the changes in the syllabi and the factors relating to examinations to the students.
22. Allocate teaching hours to the faculty and prepare the faculty time-table in consultation with the teachers of the department.
23. Monitor the activities of respective Association and manage its funds.
24. Counter sign the leave letters of the teacher of the department and to maintain a record of leave taken by the staff of the department.
25. Ensure that the teacher draws up a lesson plan and adheres to it strictly with regard to the distribution of the workload, the completion of syllabus, conduct of practical, tests, terminal and model examinations, seminars and other academic and scholarly activities as scheduled.
26. Responsible for completion of projects, questionnaires and other activities of the department.
27. Responsible for intimating the Secretary/Principal regarding errant or undisciplined students.
28. Responsible for all equipment and all the material resources of the department.
29. Suggest library books, equipment, record notebooks and workbooks to be purchased.
30. Record and file the details of all the departmental activities.

31. Ensure accession and stock registers for laboratory equipment and books which are maintained by lab assistants.
32. Maintain the details of students, such as addresses, contact number and results.
33. Maintain the records regarding the changes in the syllabus, question papers, and change of question paper patterns.
34. Maintain the students' attendance.
35. Facilitate the teacher-student relationship.
36. Maintain general law and order during College functions.
37. Organize educational tours whenever necessary with the knowledge and permission of the Secretary.
38. Prepare the prize list of the department.
39. Report to the Secretary/Principal any accidents or other untoward incidents in the department.
40. Maintain a record of Alumni and their career placement.

Following are the records and the files that are to be maintained by each department:

1. Equipment Accession Register.
2. Equipment Stock Register.
3. Department Library Stock Register.
4. Association activities.
5. Scholarships sponsored by the department / others.
6. Project work of students.
7. Alumni student meeting.
8. Parent - Teacher meetings.
9. Department Grievance Cell meetings.
10. University marks & ranks.
11. Internal Assessment marks.
12. General Marks Register.
13. Departmental meetings minute book.
14. Staff meeting minute book.
15. Ward meeting record.
16. Peer group study.
17. Students competitions and seminars.
18. Staff seminars.
19. Department accounts.
20. Excursion accounts.
21. Department requirements.
22. Department log book.
23. Visitors' notebook.
24. Remedial Classes / Outcome records.
25. Other files, as per requirement.

List of Files:

1. Bio-Data.
2. Bills.
3. Results.

4. Leave Letters.
5. Letters.
6. Time Table.
7. Syllabus.
8. Question Bank.
9. Question Papers.
10. Job Placements of Students.
11. Tour Details.

Teaching staff

Teachers are the back bone of the academic activities of the college. They should exhibit intellectual competency and moral integrity and be a model for the student community in every respect. Appointing qualified and experienced teachers is a pre-requisite in ensuring the quality of the college. Efforts also are to be made to provide orientation, training and refresher programmes in order to stay abreast with the most current trends in the educational field. They are to be well-informed of the latest developments in their own subjects and also get acquainted to latest ICT tools. Innovation in instructional methods and classroom management are vital to their performance.

Duties

A teacher shall:

1. cooperate with the Head of the Department and to work with the efficient functioning of the department and to work with team spirit for the welfare themselves of the students and the institution. The teachers, besides their academic work, are expected to involve fully in all the activities of the College.
2. engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination/evaluation as the Principal/HoD/CoEs shall allot to him/her from time to time.
3. execute the lesson plan approved by the HoD.
4. complete various units of syllabus within the stipulated time.
5. maintain teachers handbook.
6. provide notes to the students, encourage them to prepare their own notes, evaluate it and give information regarding the latest development in the subject.
7. use internet and other ICT tools regularly.
8. experiment with new instructional methods.
9. help the Secretary/Principal/HoD to enforce and maintain discipline amongst the students.
10. perform co-curricular or extra-curricular work related to the college as may be assigned to him/her from time to time by the Secretary/Principal/HoD of the College.
11. maintain students' attendance records and the absentees roll number should be noted everyday in the Students' Attendance Register provided by the College office as soon as the classes/laboratory hours are over.
12. take feed-back from students.

13. available to students to solve their difficulties and provide academic and personal counselling.
14. provide information about job opportunities in their respective field to placement cell and guide the students for career opportunities.
15. ensure quality, maintenance & cleanliness of the department.
16. carry out research/innovative programmes in the department.
17. organize need-based workshops/ seminars/ symposia/ visits, etc. in consultation with HoD/ Secretary.
18. invite guest speakers for interaction/ guidance for UG/PG students in consultation with HoD/ Secretary.
19. comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University, the Central & the State Government and UGC.
20. engage in on-going professional learning to improve their content knowledge and pedagogical practices.
21. continuously mentor the students
22. provide remedial classes to weak students.
23. planning and implementing strategies to achieve targets related to student learning outcomes
24. maintain records of student progress.
25. participate in performance appraisals conducted by the College.
26. Allowed to meet any Government/University Officials or other outsiders regarding academic matters only with the written permission from the management.

General

1. Be present and available in the College during working hours and available to the College as and when required.
2. Come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour. The teacher should go to the class/lab at least 5 minutes before and enter the class without delay when the bell rings.
3. The work load of all the teacher shall be fixed by the Secretary/Principal. It is expected that a teacher will spend not less than 30 hours in a cycle of six days for teaching. Additional payments will be made for extra hours of teaching. However, a teacher is expected to perform other duties directly related to teaching such as research, extension activities, teaching note preparation, course materials, counselling, mentoring of students, and extra-curricular activities.
4. Teachers are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Secretary.
5. Teachers should publish text books, research papers in UGC CARE listed journals and other journals indexed in Scopus.
6. Strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every teacher is expected to extend his/her beneficial influence in building up the personality of students and he/she should

associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

7. Always first talk to the HoD and keep the HoD in confidence about the one's professional and personal activities.
8. Whenever a teacher intends to take casual leave, S/he should get the leave sanctioned in advance from the Secretary/Principal through the HoD with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HoD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
9. Update the student's personal file regularly and put up for inspection by Secretary/Principal/HoD/as the case may be.
10. Show no partiality to any segment/individual student.
11. Not to collect any money from the students without the prior permission from the Secretary.
12. Treat everyone in the campus specially the students with respect and never humiliate them either in public or in person.
13. Give no corporal punishment or verbal threats to the students.
14. Inform the HoD of any untoward incidents in the class or problems with the students.
15. Meet the students of the ward individually and maintain the record of the meetings.
16. Meet the parents of their students at least twice a year regarding the academic progress and integral formation of the students and keep a record of the same. Monitor the attendance of students and invite the parents of defaulters for counselling.
17. Groupism and internal politics of any kind should be absolutely avoided. If teachers are found indulging in such activities, they shall be subjected to disciplinary proceedings.

Class-room Teaching

1. Once the subject is allotted, the teacher should prepare the lecture hour wise lesson plan.
2. The teacher should get the lesson plan and course file - approved by the HOD and the Secretary/Principal.
3. The teachers diary must be regularly updated and put up for inspection by HoD/Principal as the case may be.
4. The teacher should refer to more books and internet than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The teacher should not dictate the notes in the class.
5. The teacher should engage the entire period and should not leave the class early. The teacher ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 45 minutes and in the last 3 minutes conclude and say what we will see in the next class.
6. The teacher should seek to include humour in the lecture, to break the monotony.
7. Should practice/rehearse the lecture well before going to the class.
8. The teacher should encourage students asking doubts/questions.

9. The teacher should get the feed-back from students and act/adjust the teaching appropriately.
10. The teacher should take care of academically backward students and pay special attention to their needs in special classes.
11. In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.
12. The teacher should always aim for 100% pass results in his/her subjects and work accordingly.
13. The teacher should regularly visit library and read the latest journals/magazines in his/her specialty and keep oneself abreast of latest advancements.
14. The teacher should make himself/herself available for doubt clearance.
15. The teacher should motivate the students and bring out the creativity/ originality of the students.
16. Teachers shall communicate to each other and students only in English. However, to explain a point better, other languages may be used occasionally.
17. Teacher shall compulsorily wear College ID inside the College premises. They shall also ensure that the students wear their IDs.
18. Teacher shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the Secretary/Principal/HoD.
19. Internal guides of projects are required to pay surprise visits to sites for off-campus projects (without the knowledge of students) to ensure students' attendance. Regular communication with Industry Guides shall be maintained. Internal project guides shall obtain a confidential report of the student/group along with evaluation of the project report from the Industry/External project guide.
20. Teachers may photocopy up to 25 pages for academic purposes. Course file material may be photocopied with the permission of the Secretary. Details of the photocopying shall be entered in the register book kept in the Documentation Room. Library books and text books shall not be photocopied.

Student Evaluation

1. Teacher shall do the work of the invigilator for semester examinations and CIA seriously and check malpractices, if any.
2. Teacher shall be absolutely fair in assignment of grades. Any willful manipulation of student grades is seen as the most serious infraction of conduct rules. The grades should reflect the performance of a student throughout a course.
3. The grading shall be transparent. The faculty is expected to return to the students the answer papers of quizzes, tests, CIA examinations within a reasonable time through the office of CoEs.

Laboratory

1. The teacher going for laboratory class should perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

2. Whenever possible, additional experiments to clarify or enlighten the students should be given.
3. The lab observations/records should be corrected then and there or at least by next class.
4. Teachers are requested not to leave a lab session unattended, when students are present. In case of emergency, a teacher shall make alternate arrangements either with other teacher or lab assistants to monitor the lab session during their absence.

Library

The library shall be under the control of the Library Committee. The Secretary/Principal shall be the Chairman of this Committee. All correspondence relating to the library should be addressed to him. One of the teachers selected during the first meeting of the Committee shall be the Convener of the Library Committee.

Rules

1. The Library Committee shall recommend to the Secretary/Principal, purchase of such books as in its opinion are desirable and as the funds allotted for this purpose permit and shall recommend the disposal of such books as in its opinion are either obsolete or unserviceable.
2. The Librarian shall maintain a register of all the books, journals, etc. brought for the college library. It shall be checked by the Secretary and deficiencies and damages will be reported to the Chairman, Library Committee
3. All books are to be used with care. If a book while under issue to anyone be damaged or lost, the person in whose name the book is issued, will be held responsible for the cost of repair to the satisfaction of the Library Committee or replacement if the damage cannot be satisfactorily made good or if the book is lost. In the case of irreparable damage to or loss of a book which cannot be replaced, the Chairman, Library Committee will decide the amount of compensation to be paid. The term "Book" also includes Pamphlet, Magazine, Journal, etc.
4. Readers in the library are prohibited from engaging in conversation, misusing the furniture or conducting discussions and marking/highlighting in the library materials (books / journals. Etc.) themselves in any manner.
5. Absolute silence is to be observed in the library.
6. Readers in the library are not allowed to stretch their legs either on the table or other chairs. Sleeping inside the library is also strictly prohibited.
7. UG & PG students shall be allowed to borrow two books at a time for reading in the library on production of college Identity Card bearing his/her recent photograph, signed by the Secretary/Principal. The student will have to enter his/her name in the book issue card and get the entry cancelled after returning the book. The ID card will be returned to the student only after the student returns the book/s.
8. If more than one student asks for any particular book/s at the same time, the student who makes the first application shall take the book and after he/she finishes reading, the next person can take the book/s.
9. No student shall be allowed to take more than two books at a time. Students are strictly warned not to take any books from the cupboards themselves. Library

books are issued to students for reading in the library only. No student is allowed to take away the books out of the library

10. The bag, briefcases, laptop bag, etc. are NOT allowed to take inside the library. It can be deposited in the property counter provided near the entrance of the library against token.
11. Teaching staff members are entitled to borrow only two books / two bound journals at a time against two borrower tickets issued by the Librarian. The books/bound journals thus borrowed may be kept for 15 days, after which, a fine fixed by the Library Committee will be charged per book / bound journal per day beyond the due date. Teaching staff members can borrow two loose issues of journals at a time, after proper entry in the issue register. Such loose issue journals may be kept with the staff members for 8 days, beyond which, for each day a fine fixed by the Library Committee per loose issue journal will be charged.
12. All books/journals issued for home reading will be entered in computer/registers by the library staff. When the borrower returns the book/journals it is his/her responsibility entirely to get the entry cancelled. If any books/journals are either damaged or lost by the staff member / PG/UG student, they will bear the cost of the book/journal as per current cost of the book irrespective of the edition of the lost book/journal
13. The timings for home lending are 9:00 AM to 4:00 PM on all working days.
14. Issue of books to Departmental Library will be made on a requisition duly signed by the Head of the Department.
15. Any complaint regarding issue of books, periodicals etc shall be made by the students concerned to the Chairman of the Library Committee in writing. The Librarian must report to the Chairman of the Library Committee immediately when a book is carried by the student outside the precincts of the library
16. Photocopying facilities are provided to the staff and students from 10:00 am to 4 pm on all working days.
17. All the staff and students of the college are requested to be conversant with the above regulations.

Chapter - V

STUDENT LIFE AND STUDENT DEVELOPMENT POLICIES

The College endeavours the total development of the students. Apart from academic excellence, the College strives to provide various opportunities to develop all facets of a student's personality. We impart life skills and soft skills along with other opportunity to develop their leadership qualities.

CO-CURRICULAR ACTIVITIES

Co-curricular activities get an important role in the college life. Co-curricular activities are aimed at an overall development of students. Such activities will shape their non-academic skills and perspectives.

A sub-committee comprising of the Secretary, Principal, Vice Principal and in-charge of two shifts shall decide on various co-curricular activities of the college. The same shall be brought to the notice of the Governing Body during its meetings for their suggestions.

Each of these co-curricular activities can be organized under the leadership of a teacher and a student representative who shall be nominated by the Principal in consultation with the Secretary at the beginning of each academic year. The student representative shall prepare a report of each activity and submit it to the College Documentation Section through the teacher concerned within three days of completion of the programme.

Following shall be the broad co-curricular areas of the College.

1. Organizing state & national seminars/workshops/exhibitions/social work camps, etc. and encouraging the students to participate in these events organized elsewhere.
2. Activities undertaken by associations of various departments.
3. Activities undertaken by students welfare organizations
4. Sports & games

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities also play an important role in the life of a student. These activities will provide an opportunity to students to get exposed to the outside world, understand various socio-economic, political and cultural undercurrents in the society. Some of the suggested extra-curricular activities are :

- Extension service
- Village adoption
- Community development

Each of the departments/associations/clubs of the College may undertake extracurricular activities. There shall be a coordination committee comprising of the Secretary, the Principal, two HoDs, and one representative from the Social Work Department. The representative from the Social Work Department shall be the Convener of this committee.

Any of the above-mentioned units wanting to undertake extra-curricular activities shall prepare a detailed project proposal and submit the same to the coordination committee for approval. Once approved, the same shall be implemented and a detailed report shall be submitted to the College Documentation Section within three days of completion of the project. For on-going projects, periodic progress report shall be submitted to the College. The HoD/teacher in-charge and the secretary of the associations as the case may be are responsible for the implementation of the extra-curricular activities.

CAREER GUIDANCE & PLACEMENTS

The College gives much important to career guidance and placements. In this globalized and competitive world marks alone will not be sufficient to achieve greater heights in career. The College endeavours to provide career guidance and placement opportunities to the students. Life skill and soft skill training will be an integral part of this programme. Students are encouraged to join the career guidance & placement cell.

The activities of the cell shall be coordinated by a sub-committee comprising of the following persons.

- IQAC coordinator.
- Two teaching staff nominated by the Secretary/Principal.
- Two students (one boy & one girl) nominated by the Secretary/Principal.

Functions

1. A teaching staff can be the coordinator of the cell.
2. The cell shall prepare a calendar of activities for an academic year at the beginning.
3. The cell should be in touch with industries/companies and other institutions across the country and take serious efforts for campus recruitments.
4. The cell shall maintain a record of placements each year.
5. The cell may invite experts from different fields for interaction with the students.

STUDENT HOSTEL (BOYS)

St. Joseph's College provides limited accommodation in its boys hostel. However, admission to the College hostel is given at the discretion of the management. The hostel will function only during college working days. The students will be provided with accommodation and food during their stay in the College hostel. The staff at the hostel has to be considered as a learning experience with students from multi-cultural background and an opportunity to sharpen their academic and other physical skills.

Hostel Management Committee (HMC)

The affairs of the College hostel will be managed by a committee comprises of the following persons.

1. The Secretary.
2. Chief Warden (preferably a full-time priest or a retired person).
3. Warden-1 (preferably a teacher).
4. Warden-2 (preferably a teacher).
5. Physical Education Director.
6. One teacher, nominated by the Secretary.

One of the wardens shall be the Convener of the Committee. The Committee may assign a few students, if need be to assist the wardens.

Roles & Responsibilities of the Committee

1. The Committee shall:
 - a. Meet every month.
 - b. Fix the timetable for the inmates.
 - c. Decide the menu.
 - d. Take disciplinary action whenever necessary.
 - e. Recommend to the Governing Body the hostel fees and other payments.

Roles & Responsibilities of Wardens

Chief Warden

He shall:

1. Have the overall administrative powers and handle day-to-day administration.
2. Coordinate the activities of other Wardens.
3. Decide on the menu for each month.
4. Take care of the spiritual needs of the inmates.
5. Liaison with the management through the Secretary.
6. Recommend fee increase to the HMC.
7. Write to the parents of the students who obtained fee concession in consultation with the Secretary.

Warden-1

He shall:

1. Be responsible for the academic activities of the inmates.
2. Prepare the timetable and submit to the chief warden.
3. Ensure orderly conduct of the inmates.
4. Take attendance every night.
5. Ensure the optimal use of water & electricity by the inmates.

Warden-2

He shall:

1. Supervise the mess.
2. Ensure that all the items used in the mess are of good quality.
3. Physically verify all items purchased for the hostel & mess.
4. Prepare the menu and submit to the chief warden for approval.

5. Ensure order in the dining hall.
6. Ensure cleanliness in the hostel & its premises.
7. Supervise all staff of the hostel.

Rules & Regulations

Admission

1. Admission to the College hostel will be at the sole discretion of the Secretary. Students are admitted to the college hostel only after obtaining admission in the college. Students are allotted rooms on a sharing basis with one or more students.
2. Application in the prescribed form shall be submitted at the College office for further scrutiny.
3. The parent/guardian of the student must be present during the admission.
4. Every hostel inmate shall submit a written undertaking at the time of admission from his parent (s) for the disciplined behaviour and conduct of himself. In case, a student is found indulging in any act of indiscipline or misconduct he shall be dismissed from the hostel.
5. Admission to the College hostel is only for one academic year.
6. Senior students who seek admission in subsequent years shall apply again in the prescribed form.
7. Hostel fees will be decided by the College Management Committee from time to time.
8. Concession for hostel fee will be sanctioned at the discretion of the Secretary.

Discipline

1. Inmates are expected to maintain strict discipline during their stay in the hostel.
2. Keeping unwanted reading materials, audios/videos, etc. & also gambling and playing cards, smoking, consumption of liquor inside or outside the hostel and use of intoxicants are strictly prohibited.
3. Formation of society/association, etc. is not permitted without the prior permission of Warden.
4. Inmates of the hostels are not permitted to take part in any subversive forum or any kind of strike.
5. Inmates shall be required to vacate the room as and when required and ordered by Warden.
6. Attendance will be taken in the hostel every evening at prescribed time. Absence without leave during the night will result in disciplinary action being taken.
7. No private functions/events shall be celebrated by any inmates in the mess/ hostel.
8. All instructions given by the Warden (s) shall be strictly obeyed.
9. All inmates are expected to obey the hostel rules & regulations given at the time of admission.
10. In all matters, whether covered or not in the existing rules, the decision of the Chief Warden shall be final.
11. If any inmate is found violating the rules & regulations of the hostel will be summarily dismissed from the hostel.

General Rules

1. The Chief Warden will have the overall control and supervision of the hostel.
2. Inmates are advised not to keep any valuables, cash, gold and jewelry with them. The management will not be responsible for loss of any of the belonging.
3. No inmate will be permitted to stay with the relatives or friends without specific written permission of the parents and the authorities.
4. No inmate is allowed to go outside the hostel without the written permission of the warden and they should be back at the hostel by 6.p.m.
5. When an inmate is ill, the chief warden of the hostel should be informed, so that the student may be cared and attended to.
6. Visiting hours are from 4 pm to 6 pm. Relatives and friends are not permitted to visit the students during the class hours as well as during night. Visitors are permitted to enter the visitor's room only.
7. Inmates are expected to switch of the lights by 10.30 pm.
8. Students are expected to keep the hostel and its premises clean and neat. Maintaining cleanliness of the room is the responsibility of the occupant (s) of the room.
9. Smoking, drinking, and use of any forms of substance are strictly prohibited inside the hostel and its premises. Anyone found indulging in these shall be summarily dismissed from the hostel with a written intimation to his parents/guardian.
10. Any form of ragging are strictly prohibited in the hostel. If found guilty, he shall be handed over to the police.
11. Use of cell phone/ laptop should be as per the direction of Chief Warden.
12. Screening of films/video shows in the hostel is strictly prohibited.
13. Inmates are not allowed to paste any kinds of posters or pictures or papers, make any drawings or disfigure hostel walls.
14. They are not allowed to drive nails on the hostel walls.
15. Students are expected to take care of common articles, property, furniture, utensils, and other items of the College. Any damage caused will attract penalties to all inmates.
16. All hostel inmates are expected to attend the classes punctually. They are not allowed to remain in the hostel during college hours.
17. Prior permission from the chief warden shall be obtained for not attending the classes for genuine reasons.
18. Prior permission from the chief warden shall be obtained for leaving the hostel premises.
19. The inmates are discouraged from going home during the weekends as a matter of routine. Those who would like to go home on urgent business should do so with prior permission from the Chief Warden.
20. All the inmates will be given an ID card which they need to produce at the time of inspection by the Warden.
21. Students are not allowed to interchange their room. Request for mutual exchange may be forwarded to the chief warden to for approval. Students should not transfer articles, fittings, furniture from one room to another.
22. Inmates are not allowed to keep any vehicle inside the hostel campus without the permission of the chief warden.

23. Keeping pets inside the hostel room is prohibited.
24. Inmates will be responsible for the safe keeping of their own belongings. In the event of loss of the personal property of an inmate due to theft, fire or any other cause, the College shall accept no responsibility and shall not be liable for payment of any compensation.
25. In case of any dispute between inmates, the aggrieved parties shall have to give written representation to the chief warden. If any inmate takes any action of his own and takes law & order in his hand to take revenge or to retaliate, he shall be held equally responsible for the dispute and suitable action will be taken against both the parties. No student is allowed to contact media or police or any outside authority without due permission of the chief warden.
26. Hostel fee/mess fee has to be paid before 5th of every calendar month.
27. Hostel fee & Security fee will not be refunded in case of expulsion. If the student leaves the hostel on his own in between the academic session, hostel fee will not refundable.
28. Any inmate who wishes to vacate the hostel shall give the request in writing to the chief warden and shall present before the chief warden with his parent/guardian.
29. All students shall abide by the rules and regulations of the hostel as may be framed from time to time.

Study & Silence

1. Inmates are expected to maintain absolute silence during study hours and from 9 pm to 7 am.
2. Students shall utilize the remedial education facilities available in the hostel so that their academic standards may be improved.

Meals

1. Meals will be provided as per the menu prepared by the warden and approved by the HMC.
2. Meals will be provided at the following timings
 - Breakfast 7.30 am
 - Lunch 1. 30 pm
 - Evening Tea 5.30 pm
 - Supper 7. 30 pm
3. Food must not be wasted.
4. Orderly behaviour is expected of the inmates in the dining hall. They should come for their meals well dressed, not in casual wear such as lungies and banyans. Inmates should occupy the places in the order in which they enter leaving no vacant places so that serving meals will be done methodically. They should present themselves for meals during appointed hours and leave the dining hall as soon as they have finished eating. No one is allowed to enter the kitchen under any circumstances.
5. A high standard of hygiene & cleanliness must be maintained in the mess. Dropping of food on table or floor, spilling of water, using water cooler for washing hands or spitting in the mess must be avoided.

6. Inmates shall not interact with the mess staff. They shall communicate their problems to the chief warden.
7. Room service is not allowed for the students, except in cases of illness.
8. Guests/ day-scholars are not allowed to avail the mess facility.

Reading Room

1. Recreational facilities, news papers and periodicals will be available in the reading room. Students are expected to use it and take care of it.
2. Television can be used only with the permission of the Warden.

Cleanliness

1. Inmates are expected to keep their rooms, bath rooms, toilets, dining room, recreation room and premises of the hostel neat and clean.
2. They shall take special efforts to keep such places clean frequently.

Water & Electricity

1. Inmates are expected to take care of the use of water and electricity with utmost care. No one shall use these commodities beyond a limited quantity.
2. No inmate is allowed to use any electrical or electronic gadgets, particularly iron box and water heater in the hostel.

Suggestions & Complaints

A Suggestion/Complaint Box will be kept for the inmates of the hostel. If any inmate has a suggestion or a complaint, the same shall be written and dropped inside the box. The box will be opened regularly and suggestions/complaints will be attended to.

Medical Aid

The hostel provides First Aid for its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the parent/guardian shall be informed accordingly. In such a situation, all medical and other expenses of the treatment of the student shall be payable by the respective parent.

Chapter - VI

QUALITY ASSURANCE GUIDELINES

Internal Quality Assessment Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) shall be established and caused to function in the College in accordance with the guidelines of UGC and NAAC and its performance shall be monitored by the Secretary/Principal.

The implementation of the following guidelines by the UGC shall also be the responsibility of the IQAC.

I. Self-appraisal by teachers

Self-appraisal by teachers also is an important component in improving the learning environment of the college. The major areas of appraisal can be:

1. Academic Qualification.
2. Research Experience (including guidance provided to student, research projects done).
3. Training, Seminars & Conferences.
4. Teaching Experience & contributions in teaching (curriculum design, innovation in teaching methods , student counseling & guidance etc).
5. Contribution to extracurricular activities.

An appraisal in terms of specifics like teaching methods, teaching material, regularity, innovations in teaching, etc. can also be constructed and used based on the maturity of the students and the teachers participating in the exercise.

Apart from self appraisal, teachers can also be evaluated using

- Institutional assessment of teacher performance and Student feedback,
- Research appraisal.
- A combination of all these tools.

II. Student Feedback

Students are central to the learning process and hence their participation in the planning and governance of various aspects will be highly beneficial. Students' feedback regarding quality of the education they receive as well as the learning environment can be sought through feedback forms, qualitative response sheets, focus group discussions, etc. This data needs to be analyzed and the gaps need to be addressed effectively. It needs to be ensured that the students are not penalized for any negative feedback. Student participation can also be ensured through an effective Student Council and Alumni network.

Planning & Evaluation Committee (P & EC)

1. A monitoring and evaluation committee shall be constituted every year in the College.

The following persons shall be the members:

- a. The Principal as the Chairperson.
 - b. The Secretary of the College.
 - c. IQAC coordinator.
 - d. Six teaching faculty nominated by the Principal in consultation with the Secretary of whom one shall be nominated as the convener.
 - e. Librarian of the College.
 - f. The Chief Administrative Officer of the College.
 - g. One expert from outside of the College.
2. P & EC shall act as the documentation and record-keeping Cell for the College. The documentation section at the college office shall work in tandem with P & EC.
3. It shall develop appropriate mechanism and tools to evaluate the academic performance, improvement of standards, and assess the extent and degree of success in the utilization of autonomy. Self-evaluation shall be made annually and it can seek the services of external experts in this regard.
4. It may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters.
5. P & EC shall constantly strive for the improvement of the quality of the education in the College.
6. It shall set benchmark standards for various activities of the College and revise the same as and when required.
7. It shall prepare an annual report and submit the same to the Governing Body.
8. P & EC shall advice the Secretary/Principal, the Governing Body and the Academic Council on:
- Plans for development and growth of the college & implementing different programs.
 - Measures to maintain or improve the standards of teaching and discipline in the college.
 - Plans for the general welfare activities for staff and students.
 - Any other plans/ measures to improve overall functioning of the college.

PART – II

EXAMINATION RULES

Chapter I

POWERS AND DUTIES OF OFFICERS IN THE EXAMINATION BRANCH

(I) Controller of Examinations

(Please Refer PART-I - Chapter-II - Page 23)

(II) Deputy Controller - Examinations (DC - Exams.)

The Deputy Registrars shall devote their whole time in the performance of their duties and has to work in accordance with the duties allotted to him/her by the Controller of Examinations. S/he shall:

- (1) Be in charge of duties such as issue of examination notifications, inviting applications, processing of applications, issue of hall tickets, grant of provisional admission to exams, conduct of examination, receipt of answer books, making arrangements for valuation, tabulation, convening of passing boards, publication of results, modification of results and mark lists, correction of names, verification of genuineness of certificates and mark lists, dealing with malpractice cases and payment of remuneration. In addition the DC in charge of the confidential section should initiate steps to ensure that the desired question papers are being set in advance for onward transmission to the confidential section. These duties will differ in accordance with the division of work assigned by the Controller of Examinations.
- (2) Supervise the work of the subordinate officers and send reports to the CoEs
- (3) Attend the work of the subordinate officers subject to the direction of the CoEs.
- (4) Watch the progress of the work at all stages of examinations and ensure that all officers under his/her control are doing their duties within the time limit without affecting the confidential nature of the examinations.
- (5) Consult the Controller of Examinations in case of policy matters as per rules in this regard.
- (6)
 - i. Exercise control over the section placed in their charge and supervise the works of the Assistants, Typists and Section officers under him/her.
 - ii. Has responsibility to avoid delay in work, by timely and periodical instructions to the section officers and assistants.

- iii. Report promptly to the controlling officer any dereliction of duty, delay or any irregularity in the work of all employees attached to the section under them.
- iv. Approve drafts, reminders, routine orders and replies to enquiries for which standing orders exists.
- v. Ensure the progress of the following types of work:
 - 1. processing of applications for registration for examinations
 - 2. preparation of nominal rolls
 - 3. timely preparation and dispatch of question papers, hall-tickets, grade card and other examination materials.
- vi. Countersign the attendance registers of sections under him/her.

Verify the different registers kept by the assistants/typists and give necessary direction to them.

- (7) During the time of tabulation of marks, the Deputy Controller shall personally verify the tabulation registers, mark book etc. He/she shall personally verify at least 25% of the entries in the TR selecting them at random.
- (8) It is the duty of the Deputy Controller to restrict the entry of outsiders in to the sections under him/her.
- (9) S/he shall report the progress of work as per schedule to the Controller of Examinations.
- (10) S/he shall inspect the work in the examination typing sections in order to complete the work in time. The fair copy and dispatch registers are to be checked by the Deputy Controllers or Pool Officers subject to directions from the Controller of Examinations.
- (11) The DC of conduct of examinations shall ensure the progress of work in the sections with regard to processing of application for registration, preparation of nominal rolls, timely preparation of question paper covers and statements for the confidential section, dispatch of answer scripts, follow up of valuation, tabulation of marks, arrangement of board meetings of examiners, safe custody of minutes of such meetings, publication of results.
- (12) The DC of the confidential section shall ensure that the question papers are obtained in time and copies of the required number of question papers are prepared and dispatched well before the examination.
- (13) DC of the revaluation shall ensure that requests for revaluation are processed and revaluation is done within the stipulated time frame.

(14)The DC is also assigned the duties of attestation of grade card, original and duplicate and verification. Deputy Controller is authorized to, give approval for memos regarding release of results already withheld for reasons such as want of recognition of qualifying examination, orders regarding shortage of attendance etc. They are also in charge of processing of suspected malpractices.

(15)The DC are directly in charge of dealing with the public and redressing their grievances.

(IV) Special duties of Deputy Controller of centralized valuation camp

The Deputy Controller of the examination concerned under the supervision of the Controller of Examinations shall exercise overall control of the camp and will be responsible for the proper conduct of valuation and maintenance of appropriate registers, records and accounts relating to the camp. He/ She shall render necessary assistance to the examiners and ensure that all rules and regulations of the College are observed by all concerned. His/Her duties shall include:

- a. arrangement of venue for valuation and adequate number of security personnel.
- b. arrangement of accommodation to examiners in the Guest House, if required.
- c. receiving answer books from the concerned section for valuation ensuring its safe custody until the camp is over and returning them to the section after the results are finalized. S/he shall supervise the distribution of answer books by the officials under his/her command and maintain an issue register to record the particulars of scripts issued to the examiners. This register should contain on the face page, the register numbers of all papers received by him/her total number of candidates, register number and total number of absentees in the respective examination(s).
- d. entrusting the cover containing original marks received from the Chairman after it is properly packed and sealed.
- e. disbursement of remuneration, TA/DA etc. to all officers/examiners on duty before the Camp is concluded and maintenance of cash book for all payments and incidental expenses.
- f. supervising the packing answer books after valuation in sealed covers, with superscripts: name and date of examination, date of camp, subject and paper, number of answer scripts in each cover.
- g. keeping the attendance register of examiners and to distribute and take back answer scripts from Examiners.

(V) Section Officer

The Section Officer in charge of a particular section shall be assisted by a certain number of Assistants. He/she is directly responsible to the officers under whom he/she works. In addition to supervisory work, the Section Officer shall, if need be, initiate action on urgent and important papers.

1. S/he shall be responsible for the accuracy of the notes and drafts put up from the section.
2. S/he should see that the Assistants working under them give priority to urgent matters in their work and they do not waste time or needless correspondence/ noting.
3. S/he is responsible for maintaining discipline in the section. If the Assistants are not competent to attend to any particular item of work he/she shall take quick action with the orders of superior officers.
4. S/he should ensure that Tappals are received and distributed without delay.
5. S/he should see that the Assistants enter all the papers in their personal registers and take prompt action.
6. S/he shall examine the currents and files pending with Assistants and insist on putting up the papers immediately.
7. S/he should give necessary guidance to the Assistants and make them fit for the job.
8. S/he should examine the notes carefully and ensure that they are brief, lucid and complete in all respects. The Section Officer is expected to express his/her views or suggest the nature of orders to be passed in accordance with the rules and regulations prevailing. However he/she is not expected to express his/her views or suggest the nature of orders to be passed except when (a) there is a clear precedent (b) when the case is of routine nature or (c) when there are specific standing orders.
9. S/he is responsible for maintaining discipline in the section and any irregularity on the part of a subordinate should immediately be brought before the superior officer.
10. S/he shall ensure the safety and secrecy of the records in the section.
11. S/he shall normally submit papers within five days of their receipt in the section, and shall be responsible for any paper found pending in the section without sufficient grounds for more than 5 days.

12. S/he shall see that all papers necessary for disposal are put up, that all pages in the files are properly numbered and that flags are tagged on wherever is necessary.
13. S/he shall maintain a stock file in the section.
14. The Section Officer should also maintain:
 - a. Reminder diary
 - b. Copies of important circulars, orders, standing instructions and details of precedent cases
 - c. Register of important work to be attended to
 - d. Office Order Book showing the distribution of work among the Assistants
15. The Section Officer in the examination sections should personally verify the Mark Books, Tabulation Registers, Personal Registers in the section and record his/her opinion
16. The Section Officer in the Examination section, in addition, shall attend all work allotted to him/her by the Controller of Examinations.

(VI) Assistants

The **Assistants** shall assist the Section Officer/Assistants in the transit of files, communications and stationary. They shall be responsible for keeping the rooms and furniture clean and should ensure that the rooms are neatly swept everyday. The **Assistants** posted in each section shall keep the rooms open atleast half an hour before the normal working time and shall arrange for locking the rooms after office hours. In addition, they shall discharge the duties entrusted to them by the superior officers from time to time. The **Assistants** in examination branch shall also ensure that unauthorized persons do not enter the examination sections

(VII) Typist

Examination related typing work will be done in the Typing Pool attached to the Examination wing. The Typing Pool will be under the control of a Section Officer, under whose supervision there will be sufficient number of Typists.

- 1) Typing/word processing should be done considering the urgency of the matter within a time frame.
- 2) While typing, confidentiality and correctness of the matter shall be ensured by the typists.
- 3) They shall function under the direct control of the Section Officer and as per his/her directions. They shall seek help and advice from the Section Officer concerned, if required for the proper discharge of his/her duties.
- 4) Section Officer shall have overall control of the typing pool.

- 5) S/he will distribute the examination related typing work among the sections, in consultation with the Controller of Examinations.
- 6) S/he will be the custodian of Examination Records.
- 7) Examination related records will be kept safely with him/her by maintaining their confidentiality.
- 8) S/he shall take timely action for removal/distraction of examination records strictly observing the rules in this regard.

Chapter II

CONDUCT OF EXAMINATIONS

(I) Various Boards constituted by the Controller of Examinations for each Examination to facilitate the smooth Conduct of the Examinations

1. Board of Question Paper Setters
2. Scrutiny Board
3. Board of Examiners
4. Viva-Voce Board, if necessary
5. Passing Board.

(II) Appointment of Question Paper setters and Examiners

- a. Appointment of Question Paper Setters and Examiners relating to all Examinations, except Ph.D., conducted by the College shall be made by the Controller of Examinations from respective panels prepared on the basis of recommendation of the Board of Studies in the subject concerned. Every panel submitted to the Controller of Examinations shall consist of sufficient number of paper setters or examiners as required. The Controller of Examinations may appoint persons not included in the panel as examiners/paper setters in exceptional circumstances.
- b. The Controller of Examinations may cancel the appointment offered to any person as examiner or paper setter for reasons to be recorded.
- c. Only persons having the prescribed qualifications and at least 3 years of teaching/research experience at the appropriate level shall be included in the panel. The Board of Studies shall review the panel of examiners once in 3 years. In case any examiner or paper setter is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the Controller of Examinations will report the names of such persons to the Principal who may disqualify such persons from being examiner/paper setter.
- d. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examination for which he or she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
- e. Generally, paper setters can also be appointed as examiners in the subject for which they have set questions. In case paper setters are not available for valuation, other persons from the panel shall be appointed as examiners.
- f. No person working in Department shall ordinarily be appointed as paper setter for the examinations conducted for the course. However, in exceptional circumstances, an internal examiner can be appointed in place of an external examiner by the Controller of Examinations. In such cases, the person selected shall not be the teacher who has taught the course.

- g. The CoEs shall constitute a Board of question paper setters for each subject for which examinations are to be held. However it is not mandatory that Boards of question paper setters shall be appointed for each subject every year if question papers set for the same examination by a previous Board are available with the Controller of Examinations. The Board of question paper setters shall be responsible for setting the question papers for subjects allotted to them. A Convener will be appointed by the Controller of Examinations. Convener and members of the Board may scrutinize papers set, to ascertain whether prescribed standards have been kept and whether the scope of questions are within the prescribed syllabus. The minutes of all Board meeting shall be recorded by the Convener and submitted to the Controller of Examinations.
- h. The CoEs shall constitute a Board of Examiners, for each examination. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the Board. Every Board constituted, as above shall have a Chairman who will be appointed by the CoEs.
- i. It shall be the duty of the Convener of the Board of question paper setters, Chairman, Board of Examiners to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of work relating to that Board. He can, in case of need, review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the Controller of Examinations all necessary documents such as question papers, mark books, countersigned by him etc., as the case may be on or before the dates specified by the College.
- j. Situations where a member of the Board of question paper setters/examiners indulge in purposeful negligence, violation of secrecy and other misconduct shall immediately be brought to the notice of the Controller of Examinations, who will take appropriate action in this regard.
- k. Remuneration and TA/DA will be paid to all convener/chairman/examiners/paper setters at the rates fixed by the Academic Council of the College from time to time.
- l. In case of examinations involving Viva-Voce, a Viva Board shall be constituted by the Controller of Examinations in consultation with HODs/Principals as the case may be, which shall consist of at least one external examiner.

(III) Steps involved in the conduct of Semester Examinations

- 1) The Heads of Departments should send proposals pertaining to each examination within two weeks after the commencement of the classes. The proposal should contain (a) details of various papers, (b) model question papers, (c) panel of examiners/question paper setters (at least four examiners for each paper), (d) names of the faculty who are handling the classes.
- 2) The examinations shall be conducted as per the Examination Calendar. No separate notification will be issued.
- 3) The examination section should initiate steps for setting of question papers and making arrangements for printing and dispatching the required number of question papers well in advance before the commencement of examinations.
- 4) The candidates should submit their application for examination through the HODs within two weeks after the commencement of classes. For the first semester/year students, application should be submitted to COE within two weeks after the closure of admissions. The applications completed in all respects together with certificates of remittance of fees should be forwarded to the Controller of Examinations, within one month after the commencement of classes.
- 5) The concerned examination section shall publish the time-table for each examination, at least one month before the commencement of examinations.
- 6) The Subject in-charge should regularly enter the I & II CIA Marks online portal and cumulative marks duly signed by the students before the commencement of semester examination. The HODs should see that these documents are published in the Department sufficiently early and anomalies if any are rectified. Once these documents are submitted to the examination section, no further changes will be entertained. Registration for examinations will not be granted to candidates who are not submitted the required documents. Applications received after the last date will not be considered under any circumstances.
- 7) The examination section shall verify the applications, attendance of candidates, CIA marks, and shall issue hall-tickets at least five days prior to the commencement of examination. Hall-tickets need not be issued to candidates for whom the required attendance and CIA marks are not submitted.
- 8) Normally the Chief Superintendent is responsible for receiving the question papers, answer books and all examination materials and keeping them under safe custody. S/he should make all arrangements for the smooth conduct of the examination.
- 9) The Finance Officer shall provide separate budget head for the conduct of examination/valuation camps. The Deputy Controller should ensure that all the formalities including Passing Board meeting are completed within fifteen days after the completion of the examination.

- 10) The results are to be announced by the Controller of Examinations within one week after the Passing Board completes official formalities.
- 11) The CoEs shall make arrangements for distribution of mark lists/grade cards together with releasing of the results.

(IV) Conduct of Examinations

1. The CoEs shall prepare an examination calendar for every year, well in advance, and publish the same in the College website and pass on the information to all Heads of Departments.
2. Examinations once scheduled shall not be changed, unless there is situation/reason which necessarily warrants such a rescheduling. Supplementary examinations may be arranged by the Controller of Examinations in consultation with Heads of Departments and in accordance with the regulations.
3. The CoEs may effect the changes of date of any examination, in exceptional situations.
4. For supplementary candidates the Controller of Examinations shall notify the last dates for each examination. The last dates for receipt of applications from supplementary candidates for registration for the examination with and without fine shall be notified within one month after the commencement of the semester.
5. The Chief Superintendent and other officers will act according to the instructions issued by the College regarding their duties and responsibilities. The Head of the Department shall give all possible help to the Chief Superintendent for the smooth conduct of examination.
6. It shall be the duty of the Chief Superintendent to appoint Assistant Superintendents and other officers for the smooth conduct of examinations as required by the rules of the College. Remunerations at the rates fixed by the academic council of the college will be paid to the Assistant Superintendent and other staff employed by the Chief Superintendent.
7. The CoEs can appoint, if found necessary, an Observer to supervise/ monitor the examination processes. The Observer shall be from among the teaching staff of the College.
8. Every candidate, who satisfies all pre-conditions for being registered for examination, shall be given a hall-ticket issued by the College.
9. All candidates shall bring with them their hall-ticket on each day of examination. They shall produce their hall-tickets when demanded for inspection by the Chief Superintendent, Assistant Superintendent or any other officer authorized by the CoEs.

10. No candidate shall be permitted to take examinations without a valid hall - ticket. However, the Chief Superintendent shall have the power to grant provisional admission to a candidate for an examination, provided his/her name is included in the Nominal Roll issued by the COE office. In such cases, the answer books of the candidates will be packed separately and forwarded to the CoEs with a report duly citing the reasons for admitting him/her. The fact that a candidate has been given provisional admission does not in itself entitle him/her to further benefits of taking the examination. The CoE will examine each case separately as to the admissibility of the candidate to take examination, as per rules and only eligible cases will be regularized and results published.
11. The CoE can cancel the hall-ticket issued to any candidate, if it is proved that he/she is indulged in misconduct or indulging in malpractices in the examination hall or if it is found that he/she has ineligible to take the examination under the regulations of the course.
12. Candidates taking examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all his instructions. In case a candidate disobeys the instructions given by the Chief Superintendent/Assistant Superintendent or behaves insolently towards the officials including the Chief or Assistant Superintendents, the candidate may not be allowed to appear for the days of examination by the Chief Superintendent and the matter may be reported to the CoEs for further action.

(V) Instructions to Question Paper setters

- 1) The questions should be set as per the pattern recommended for the particular examination by the concerned Board of Studies. The questions should be specific and unambiguous in nature.
- 2) The paper setter has to set the question paper strictly in accordance with the syllabus and the instructions given by the Board of Studies.
- 3) The paper setter has also to ensure that the prescribed standards are maintained, that the questions cover broad areas of the entire syllabus as reflected in the list of text books prescribed for the concerned course.
- 4) The paper setter has to set the questions such that all the types of skills are tested, e.g. knowledge, understanding and application.
- 5) The composition of the question papers shall have a mixture of questions of different levels as follows:
 - a. Questions that can be answered by an average student : 40% - 50%
 - b. Intermediate level of difficult questions : 30% - 40%
 - c. Advance level Questions : 30%

- 6) While setting a question paper, the paper setter should keep in mind that an average student should be able to pass the examination, while it should be challenging to secure more than 70% marks.
- 7) The paper setter should also keep in mind that an average student should be able to answer all the questions in the time available.
- 8) The manuscript of the question paper written by the paper setter should be legible.
- 9) The figures/diagrams, if any, should be drawn neatly with proper dimensions and labeled.
- 10) The question paper should not bear the signature of the paper setter. The subject of the paper, duration of the examination and the maximum marks must be mentioned at the top.
- 11) Overwriting should be avoided.
- 12) If the candidates are to be supplied with materials such as Calculator, Tables, Charts, Graph Paper, etc., a clear note to that effect should be given at the top of the question paper so that candidates may ask for it from the Invigilator.
- 13) Serial No. of questions may be given in Roman numerals (I, II, III, etc.) while parts of questions may be labeled in letters (a, b, c, etc.,) while marks allotted may be recorded in arithmetical figures i.e. (1, 2, 3, etc.,) in the question paper.
- 14) Confidentiality must be strictly maintained. He/She shall not retain hard/soft copies of question papers once set for the College. Every person appointed as Paper Setter shall be required to furnish a declaration in the form as may be prescribed by the College, inter alia, stating that:
 - i. S/he has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subjects.
 - ii. S/he has not been engaging himself/herself in private tuitions and/or coaching at private institutions or carrying out similar other work.
 - iii. None of his/her near relations is appearing in that examination.

(VI) Instructions to Scrutiny Board

The functions of the Board shall be

- i. to ascertain that the question paper(s) have been set strictly in accordance with the syllabi and the instructions given by the Board of Studies of the concerned department.
- ii. to ensure that the prescribed standards have been maintained and that the questions cover broad areas of the entire syllabus adequately

- iii. to delete question(s) set from topics outside the prescribed syllabus and to make necessary substitutions, if required.
- iv. to remove ambiguity in the language of the questions, if any.
- v. to ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.
- vi. to bring to the notice of the Controller of Examinations lapses or omission on the part of the paper setter, if any.

(VII) Instructions to Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below:

The invigilators should:

- a. report to the Chief Superintendent (CS) at least half an hour before the commencement of the examination.
- b. collect the question booklets and answer books from the Chief Superintendent, count them and ascertain that the question paper pertains to the examination scheduled for that day. Further, defective question papers and answer books are to be got replaced by good ones.
- c. carry the question papers from the control room to the examination room only in packets.
- d. help the candidates to locate their seats. After the candidates are seated enquire whether any of them are in possession of mobile phones, calculators or digital diary or any other electronic equipment. If any of the candidates are in possession of any of these items instruct the candidate to keep it outside the room.
- e. candidates need be admitted only if they have a valid hall ticket. If not advise them to meet the Chief Superintendent for necessary guidelines.
- f. verify the identity of the candidate through the photograph on the identity card and get the attendance sheet signed by them.
- g. distribute the answer book 5 minutes before the commencement of the examination (First bell) and direct them to fill in the roll number and other entries in appropriate places. The invigilator shall sign on the answer book only after verifying that the details filled in by the candidate are correct.
- h. distribute the question paper at strokes second bell and ask the candidates to start writing.

- i. after the elapse of each hour (single stroke bell) announce “one hour is over”/ “two hours are over” etc.
- j. five minutes before the closing of examinations announce “last five minutes”, and do not allow any candidate to leave the room. After the examination time is over (3 strokes) ask the candidates to stop writing and put their pen down.
- k. collect the answer books and arrange them in the order of register numbers and hand over the same along with attendance list and unused answer books to the Chief Superintendent. Report to the Chief Superintendent before leaving the examination premises.

Important Notes

1. No candidate shall be allowed to enter the examination hall without a valid hall ticket. Invigilators should check the hall ticket and identity of the candidate.
2. Candidates shall be admitted to the examination room 15 minutes before scheduled time and should be asked to take their seats in accordance with the seating plan.
3. Arrangements will be made by the Chief Superintendent to issue duplicate hall-tickets for students who have not received the original hall ticket or in case where the original is lost, provided his/her name is included in the Nominal Roll issued by the COE office.
4. No student shall be admitted to the examination hall 10 minutes after the commencement of examination. No candidate shall be allowed to leave the examination room during the first 30 minutes.
5. The invigilators should keep utmost vigilance during the course of examination. They should not indulge in talking on the verandas or reading books in the examination room.
6. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
7. Do not give any clarifications to the students regarding mistakes in the question paper, mode of answering etc. If any candidate brings to the notice of the Invigilator, any ambiguity/ complaints regarding questions, ask the candidate to give it in writing to the Chief Superintendent, who, in turn will forward the same to the Controller of Examinations.
8. Allow the use of logarithm tables, calculators etc only if the use of these are permitted as per the instructions given in the question paper.
9. Do not allow mobile phones or any other electronic equipment in the examination hall. The candidate may be allowed to enter the room only with hall ticket and writing material.

10. Keep alert, vigil and check the use of unfair means in the examination hall. If any candidate indulges in unfair means immediately take in custody the answer book and make a report to the Chief Superintendent who in turn will forward the same to the CoEs.
11. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
12. Do not allow refreshments for the candidates in the examination hall.
13. Do not make any correction in roll number written by a candidate on his/her answer book. Ask him/her to correct it and then counter sign it.

(VIII) Instructions to Chief Superintendents at the Examination Venue

The Chief Superintendents are responsible for the efficient administration of the examination at each venue. Generally the Chief Superintendent shall be the Principal. However in exceptional cases, they may nominate a senior faculty member as the Chief Superintendent with the concurrence of the Controller of Examinations. For the smooth conduct of the examinations the following guidelines may be followed.

- 1) The Chief Superintendents shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) stationery required for packing are received at the venue at least 5 days prior to the commencement of examinations.
- 2) S/he should ensure that the question papers are received at least an hour before the examination from the office of the Controller of Examinations.
- 3) The arrangements that are to be made for the conduct of the examination include
 - i. seating arrangement for the candidates
 - ii. see that the examination room is kept clean and that no writing is there on the desks/walls or board.
 - iii. displaying room/hall wise seating plan for candidates at prominent places
 - iv. selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard.
- 4) See that the examination hall is opened only 20 minutes before the commencement of Examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.

- 5) See that arrangements are made for ringing the bell as detailed below. For a 3 hour examination starting at **9.30** a.m. the bell timings shall be as follows:
- 9.15 a.m. - long bell
 - 9.25 a.m. - 2 strokes - Distribution of Answer Books
 - 9.30 a.m. - 3 strokes - Distribution of Question Papers
 - 9.40 a.m. - 1 Stroke - entry to exam hall over
 - 10.30 a.m. - 1 stroke - 1 hour
 - 11.30 a.m. - 1 stroke- 2 hours
 - 12.25 p.m. - 2 strokes - warning bell
 - 12.30 p.m. - 3 strokes - exam is over
- *This schedule of timings shall be appropriately modified for examinations commencing at other timings.***
- 6) In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations. However, late commencement of examinations beyond 30 minutes is not permitted, at any circumstance.
- 7) Ensure that the invigilator from each room collects the question booklets and answer books 15 minutes before the commencement of examination and proceeds to the examination room.
- 8) Mobile phones, Programmable calculators and other electronic equipments should not be allowed in the examination room even if they are switched off.
- 9) If any student brings in such materials to the examination room, they have to be taken into custody by the Chief Superintendent and shall report to the Controller of Examinations at the earliest.
- 10) Allow only hall-ticket and writing materials in the examination room. Hand bags etc should not be permitted inside the examination rooms.
- 11) Keep utmost vigilance throughout the examination process. The Chief Superintendent may frequently visit examination hall and ascertain that the invigilators are doing their duties and are not indulged in talking, standing on the veranda, keep reading or writing inside the examination hall.
- 12) A candidate shall not be allowed to write the examinations, if he/she does not have a valid hall ticket. However, if a student reports that his/her hall-ticket is lost, the Chief Superintendent, after receiving a written request from him/her along with required fees, for issuing duplicate hall-ticket. ***This can be allowed only if his/her name is included in the Nominal Roll issued by the COE office.***
- 13) For undergraduate examinations, all used answer books shall be packed within 30 minutes after the examination is over.

- 14) Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
- 15) The Chief Superintendent shall go through the "instructions for the invigilators" and give necessary directions as and when required.

(IX) Instructions to Candidate

1. Every student shall register for the End Semester Examination of the particular semester in which s/he is studying for getting promoted to the next semester.
2. Every student who is eligible to write the examination should submit his/her application through the HODs within two weeks after the commencement of classes or as stipulated by the COE office.
3. The candidate should ensure that they receive their hall tickets at least two days prior to the examinations.
4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the Controller of Examinations.
6. The candidates should enter the examination room at least 15 minutes before the commencement of examination. Late comers will not be allowed to write the examination. In very exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 10 minutes. No candidate shall be allowed to leave the examinations room before 30 minutes after the commencement of examinations.
7. Candidates are permitted to use only blue or black ink pens for writing examinations.
8. Mobile Phones, Programmable calculators and other electronic equipments are strictly prohibited in the examination room. However, logarithm tables, calculators and other drawing equipments shall be allowed only if they are required for answering questions and question paper contains a note to this effect, with the permission of the invigilator. No other material except, writing materials and hall ticket will be allowed in the examination room.
9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behaviour in the examination room, use of unfair means etc. are liable to be punished.
10. The candidates should write their roll numbers, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.

11. They should not write anything in the question paper. Last page of the main question booklets can be used for rough work.
12. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
13. They should return all answer books and unused additional sheets before leaving the room. The candidates are not allowed to leave the examinations room without the permission of the invigilator during the course of examination.

Chapter III

VALUATION OF ANSWER BOOKS

(I) Valuation of Answer Books of Under Graduate & Post Graduate Examinations

1. For all Under-Graduate, there shall be single valuation of all the answer scripts and Post Graduate shall have double valuation.
2. The COE shall arrange a Centralised Valuation Camp for of answer books. The list of external examiners entrusted for valuation shall be called for valuation. The examiner after completing valuation shall handover the original mark list along with the answer books and copy of mark-list to the Controller of Examinations.
3. Rates of remuneration for setting of question paper and valuation of answer books for external examinations shall be applicable for the internal evaluation also.
4. In cases where the number of examiners is large, the Controller of Examinations may appoint Chief Examiners also for various subjects. The Chief Examiners are required to revalue atleast 10 % of the answer books assigned to the examiners under him/her randomly. It shall be the duty of the Chief Examiner and the Chairman to see that proper standards and uniformity in marking are maintained by the examiners. If found necessary, the Chief Examiner may revalue the entire lot of answer books of the subject jointly with the same examiner.
5. The CoE will exercise overall control of the camp and shall be responsible for the proper conduct of valuation and maintenance of appropriate registers, records and accounts relating to the camp. He/She will render necessary assistance to the examiners and ensure that all rules and regulations of the College are observed by all concerned. His/Her duties shall include:
 - (1) arrangement of valuation hall and adequate number of security personnel.
 - (2) arrangement of accommodation to examiners in the Guest House, if required.
 - (3) receiving answer books from the concerned section for valuation, ensuring its safe custody until the camp is over and returning them to the section after the results are finalized. He/She shall supervise the distribution of answer books by the camp officials under his/her command and maintain an issue register to record the particulars of answer scripts issued to the examiners.
 - (4) entrusting the cover containing original marks received from the Examiners to the Controller of Examinations.

- (5) disbursement of remuneration, TA/DA etc. to all officers/examiners on duty before the camp is concluded and maintenance of cash book for all payments and incidental expenses.
- (6) packing answer books after valuation is over in sealed covers, with superscription of name and date of examination, date of camp, subject(branch), paper and number of answer scripts in each cover.
6. It shall be the duty of the Chairman, Board of Examiners:
- a) to ensure that proper discipline and secrecy is maintained and the work is completed in time.
 - b) to prepare schemes of valuation of all papers in his Board in consultation with the Chief(s) of examinations and distribute it to the examiners.
 - c) to ensure uniformity in standard of valuation by scrutinizing the work done by the examiners.
 - d) give necessary instructions to the examiners regarding distribution of marks and to verify the correctness of mark list.
7. The Chief Examiner, Board of Examinations will be responsible for:
- a) supervising the work of the examiners
 - b) re-valuing 10% of answer books valued by the examiners.
 - c) verifying the correctness of the mark sheets
 - d) checking up the total marks in all answer books and entries in the mark sheets
 - e) returning the answer scripts and original mark sheets to the Chairman.
8. Valuation Camps will be held continuously with the exception Sundays and Public Holidays.
9. An examiner shall value
40 PG or 50 UG papers are eligible for full DA.
10. The duration of the camp should be limited to a maximum of 15 working days for regular examinations. The Controller of Examinations should arrange sufficient examiners to attain this goal.

(II) Passing Board

There shall be a Passing Board for every examination conducted by the College. The Controller of Examination shall constitute the board consisting of two or more persons who are already members of the board of examiners. For P.G. Examinations where centralized valuation camps are being arranged, the Chairman, Board of Examiners shall in consultation with the Controller of Examinations finalize the members. It shall be the duty of the Passing Board to verify and finalize the marks awarded by the examiners.

In case of single valuation, the marks awarded by the examiners/Chief Examiner (in cases where the chief valuation is done) shall be the final marks of that paper. While finalizing the results of an examination, the passing board can award a maximum of 3% of the total marks of all written papers in the semester (excluding internal marks) as moderation to enable a student to pass in a paper. However the marks awarded as moderation shall not exceed 5% of the total marks (including internal marks) for any single paper. The marks so awarded can be distributed among all written subjects or can be given in such a manner as the board seems necessary so that the marks so given shall not exceed the minimum marks required for a pass. The Passing Board is the only competent authority to award moderation.

Tabulation Register need not be presented before the Passing Board, at its meeting for finalization of results. A detailed list showing the relevant statistics of results is to be given to the Board to enable them to make appropriate decision with regard to moderation etc., as per the rules in force. The decision of the board while finalizing the results shall be recorded as Minutes and the Chairman and members shall affix their signatures there under. The Minutes shall be forwarded to the Controller of Examinations for further action and publication of results, subject to the approval of the Governing Body.

The CoEs shall release the mark list while publishing the results, subject to reporting the bodies concerned. The Passing Board shall cease to exist after the date of publication of results.

(III) Revaluation and Photocopy of Answer Books of Semester Examinations

- a. Revaluation of answer books are permissible only in the case of papers having single valuation, except in the case of diploma/certificate examinations and objective type examinations. Revaluation is permitted only for end semester written examinations. Photocopy of answer script is a prerequisite for revaluation.
- b. Applications for revaluation should be submitted within 15 days from the date of publication of results unless otherwise specified by the Controller of Examinations. Applications received after the last date will not be considered under any circumstances.
- c. Fee once remitted for revaluation will not be refunded.
- d. After receipt of application for revaluation, the Controller of Examinations shall appoint an examiner for each subject. The examiners who are appointed should not have valued the same paper earlier.
- e. The marks originally awarded in first valuation will be blotted out before the script is given to the examiner for revaluation. The examiner for revaluation will be provided with scheme of valuation (including value points) and the instructions supplied to the first examiner/chief examiner. The marks awarded by such examiners will be recorded separately on sheets other than answer books.

- f. Rules applicable for valuation camps will be applicable for such revaluation camps also.
- g. After the revaluation, results will be finalized as follows:
- a) The original marks secured by the candidate will not be changed in the following cases:
 1. If the re-valued marks are less than the marks secured in the original valuation.
 2. If the re-valued marks exceed the marks secured in the original valuation by less than 5% of the maximum marks for the paper. However, if the candidate happens to pass the paper, when the re-valued mark and moderation are taken into account, he/she will be given the benefit of revalued mark even if it is below 5% of the maximum marks for the paper.
 - b) If the re-valued marks exceed the marks secured in the original valuation by 5% of the maximum marks of the paper, the revalued marks will be taken as final marks, and the marks secured by the Candidates in the original valuation be changed accordingly.
 - c) If the re-valued marks are higher than the original marks by more than 20% of the maximum marks of the paper, a second revaluation is to be done and the average of the two higher marks awarded by two examiners, original examiner and two revaluers, is to be awarded to the candidate. The change in marks is to be effected, if the increase in the marks after the two revaluations is 5 % or above the maximum marks for the paper.
 - d) The recommendation of the Passing Board already constituted for finalizing the original results of the examination will be applicable for finalising the marks obtained on revaluation, treating the revaluation marks as equivalent to original marks. The moderation marks so recommended will be awarded to any other paper also if needed, even if the student has not applied for revaluation for that paper (s).
 - e) Cases of examiners found guilty of improper valuation/revaluation shall be reported to the CoEs.
 - f) The CoEs shall maintain a list of teachers against whom action has been taken under these guidelines.
 - g) The revaluation result should be released as soon as it is ready and as far as possible the maximum time should be 15 days from the last date of receipt of the application for revaluation.

- h) In cases where the candidate has applied for revaluation of more than one paper then the result of individual papers may be intimated as and when they are ready.
- i) The marks obtained after revaluation as per rules given above will be treated as original mark while issuing mark lists. The final mark list will be issued in accordance with the recommendations of the Passing Board regarding moderation etc.

Photocopy of Answer Scripts

A candidate who has appeared at an examination may apply to the CoEs for scrutiny of his paper, i.e., for checking whether any answer has not been valued. Such applications shall be made within 10 days after the publication of the results and shall be accompanied by receipts of the payment of the prescribed fee. The result of the scrutiny will be intimated to the candidate and in case the result is affected by the scrutiny, the corrected result shall be modified accordingly. In no case the fee remitted by the candidate for scrutiny shall be refunded.

(IV) General

- 1) A printed copy of all results published will be archived for future use.
- 2) Confidential Grade Card: The candidates who are in need of their grade cards urgently for employment/educational purposes can apply for confidential grade cards. The CoEs will send their marks confidentially to the Employer/Head of the educational institution immediately after the Passing board finalises the results, but before their publication.
- 3) For all examinations conducted by the College, the register numbers of successful candidates shall be classified and published in the order in which they were registered in the examination.
- 4) E-CoE software which has record of all the marks of the students should be updated and secured carefully and every semester a back up file should be maintained in an external hard disk.
- 5) If at any time during the course of the Examination or after the publication of the results it is found that a candidate was not eligible for registering for the examination or has secured admission to the course/examination on production of false information in the application form or used unfair means at an examination, Examination Committee shall have power to quash the results of the examination and/or debar him/her from appearing for the examination of the College permanently or for a specified period of time.
- 6) If at any time during the course of study/examination or after the publication of results or after conferring the degree it is found that a candidate has committed forgery of any grade card or certificate or any record of the candidate or has

abetted or aided in producing a forged document pertaining to the Examination, the Examination Committee shall have the power to quash the results and or debar him/her from appearing for the examination permanently or for a specified period of time and/or to deny the certificates/grade card to be given to such a candidate and /or to cancel the certificates / grade card given to such a candidate.

- 7) All Heads of the Departments shall supervise that all the subject in-charges enter the CIA Marks in the College online portal regularly. The dully signed cumulative marks shall be submitted to CoE office before the commencement of every semester examinations. Adequate care should be taken to prepare the CIA marks by the concerned teachers through Heads. Before forwarding the CIA marks to the CoE office, the same should be displayed on the notice board for at least three days and discrepancy if any pointed out by the students should be rectified. No change of CIA marks will be permitted once it is received in the CoE office.
- 8) Any work assigned to the teaching/administrative staff of the College by the CoE in connection with the examination shall be treated as part of duty and the concerned Officer shall carry out the assignment as per instructions given thereof. Failure to discharge any responsibility assigned thus shall invite disciplinary action. If a teacher/employee declines examination related work the matter shall be reported by the Controller of Examinations for initiation of disciplinary proceedings for dereliction of duty.
- 9) The Controller of Examinations shall report to the Principal and Secretary all cases of non-compliance of the rules including refusal, negligence or delay on the part of any employee/teacher of the to carry out the instructions issued to him from time to time. The Principal and Secretary is empowered to take disciplinary action based on such reports, if it is satisfied that the employee/teacher has committed irregularities or has delayed the execution of any responsibility assigned to him without giving a satisfactory explanation for the delay thus caused.

Chapter IV

A Brief Outline of Important Items of Work in the Tabulation Sections

(I) Receipt of applications for registration to examinations

The work in the tabulation section begins with the receipt of applications for registration to the various examinations in response to the Notifications regarding conduct of examinations issued by the Controller of Examinations. The applications will be received in the Office of the CoEs and distributed to the tabulation section.

(II) Allotment of applications to various sections

The tabulation section shall ensure that they receive copies of the notification regarding the conduct of examination showing details of the last date of receipt of applications without fine and with fine, and the dates of commencement of examinations, dealt with in the section. All the applications received in a section will be distributed to the Assistants by the Section Officer, on the basis of the department allotted to each assistant. The applications for examination can be classified into two main categories, regular and supplementary. All applications forwarded by the Head in respect of students who have undergone a prescribed course of study, come under the category of regular category. Applications of candidates, who are requesting to reappear in a paper(s), are classified as supplementary candidates.

Applications for the same examination to be conducted under schemes which are no longer offered for courses under different categories designated either with year of admission or with schemes should be sorted out separately.

(III) Verification of applications

The following procedure shall be followed in the verification of the applications.

- a) Correctness of the Application form used.
- b) The Application form used shall be the one prescribed for the examination concerned. Photocopies of applications and applications downloaded from the website of the College will be accepted provided they are accompanied by the receipt for fee towards the prescribed cost of the application form.
- c) The fee remitted by the student shall be verified to ensure that it is the prescribed amount of fee for the examination. Applications not accompanied by the documents to prove remittance of fee need not be entertained.
- d) Mode of Remittance Candidates shall remit their fees only through NET Banking or any other form as may be decided by the College from time to time.

- e) the student shall verify the name displayed in application menu of their college ERP login and the same as the name entered in the qualifying certificate.
- f) All columns in the application form are to be filled in by the candidates. Incomplete applications are to be rejected.
- g) All candidates applying for registration to the Second year/Semester as well as students applying for supplementary examinations, shall invariably furnish the correct register number of their previous registration for the examination.

(IV) Rejection of applications

Before processing the applications, the Deputy Controller and concerned Section Officer. Should decide, with the concurrence of the Controller of Examinations, as to which categories of defective applications can be summarily rejected and which types of defective applications can be admitted provisionally for the examination pending rectification of defects pointed out. In either case the candidates concerned shall be informed of the defects and provisionally registered students shall be directed to rectify the defects before the commencement of the examinations.

(V) Preparation of nominal rolls

A nominal roll showing the name of the examination, month and year of examination, names of students and the register numbers allotted to them have to be prepared. The names and register numbers allotted to the students shall be given under separate categories such as Regular/Supplementary candidates/ Old scheme etc. Under each category the applications shall be arranged on the basis of subjects/optional selected. The details of reappearance/improvement by candidates shall also be mentioned in the nominal roll. On the last page of the nominal roll, such details as total number of students registered, number of regular students, number of supplementary/improvement students may be given for easy reference, whenever required. The signature of the Assistant who prepared the nominal roll and who verified the entries shall also be given at the end of the nominal roll. Sufficient number of copies of nominal rolls may be prepared according to the requirement. The same shall be countersigned by the Section Officer, Deputy Controller and approved by the CoEs.

Advance copy of the nominal rolls shall be sent to the college office at least ten days before the commencement of the examinations.

(VI) Defect memos

The candidates who have submitted defective applications may be given a chance to rectify minor defects before finalizing the list of candidates. The defects noted, while checking the applications have to be communicated to the students. The draft of the nominal roll is to be prepared including the names of such candidates, the defects noted in respect of whose applications are of the type which can be remedied and can be provisionally admitted to the examination. A general format for the defect memo

can be printed in sufficient number and made available to the sections. Immediately after preparation of the nominal roll, the total numbers of students registered shall be correctly ascertained and communicated to the section dealing with the conduct of examinations.

(VII) Reporting probable number of candidates and question papers required

The number of students appearing for each subject of the examination may be correctly found out from the nominal rolls and reported to the section dealing with the printing and packing of question papers.

(VIII) Preparation of Time Table for the examination

The Deputy CoE in charge of examination shall arrange for the preparation of the time table for the examination conducted by the sections under his/her charge. The time table given in the Examination Calendar published for the year should be followed for preparing the final time table. Care should be taken to prepare time tables for all the examinations under different schemes announced in the notification of examinations. Advance copy of time table shall be sent to the departments at least one month before the commencement of the examinations.

(IX) Preparation of question paper covers

Outer covers for sending sealed question paper packets of the examination centre are prepared by the confidential sections. The details regarding the name of the examination, the month and year of examination, name of blocks, name of subject, day, date and time of examination and the number of copies of question papers enclosed are to be entered carefully on the covers. The entries on the question paper covers are to be attested by the Assistant who prepares the covers and the Assistant who verifies the entries and by the Section Officer. The maximum number of question papers that can be packed inside a cover is usually 200. Depending on the number of candidates appearing for a particular subject adequate number of covers shall be prepared by the sections. A question paper statement in the prescribed format shall be prepared showing the details of subjects/papers, number of question papers packed and the number of question paper packets prepared. The statement and the entries on the question paper covers shall be compared and ensured that the entries are correct. Dispatch of hall tickets, time tables, nominal rolls and instructions to the candidates are packed in bundles for dispatch to the office at least one week before the date of commencement of examination by the concerned tabulation section.

(X) Preparation of tabulation registers

Tabulation sheets are prepared according to the regulations of each course. Each Assistant shall maintain one tabulation register allotted to him/her. Adequate number of sheets required may be bound into volumes for use. The practice of maintaining tabulation registers on loose sheets shall not be resorted to. Immediately after dispatching hall tickets and nominal rolls to the examination centres, the preparation of tabulation registers can be undertaken. All details except marks shall be entered in

the registers and the all the entries shall be compared and checked and the sheets are made ready for entering marks as soon as marks are received from the examiners/CV camps.

In the case of newly introduced courses, the Deputy CoE in charge of the tabulation of the examination of such courses shall initiate action to design and print the tabulation registers according to the scheme of examination prescribed for the course.

(XI) Electronic ECEO Lab (Academic Register Information System)

ECEO Lab is the Computer Lab attached with the examination wing. The staff working in this Lab is to be reporting directly to the CoEs. It is in this Lab that the results of various examinations are to be processed. Result generation, result publication, grade card preparation, printing of tabulation registers, preparation and maintenance of statistics relating to all examinations etc., shall be done by the ECEO Lab. Data Entry operations of various sections will be done by the Assistants working in the respective sections, under the supervision and guidance of the ECEO Lab staff. The Assistants and the Section Officer shall be acquainted with the working of the ECEO Lab for speedy and flawless Data Entry operations.

(XII) Examination Confidential Section

Preparation of question papers of all courses conducted by the College, their printing, packing, are the functions of the Examination Confidential Section. All the staff working in this section shall report to the Controller of Examinations directly. It is the solemn duty of each and every staff of this section to preserve the confidentiality of their work. Any activity which may directly or indirectly affect the confidentiality of their work like the usage of Mobile Phones, Pen drives, Compact Disks etc. are not allowed in this section. Registers of question papers set, question papers used, strength of students registered for each examination etc. shall be maintained. A stock register of the question paper used for printing shall also be maintained.

(XIII) Methods of valuation of answer scripts

Valuation of answer scripts shall be arranged either in the Centralized Valuation Camp.

Receipt and accounting of answer scripts.

The staff deputed for collecting the answer scripts from the examination hall shall collect the answer books as soon as possible and deliver the bundles to the Chief Superintend. The staff in the sections shall first of all inspect the packets to ensure that the total number of answer scripts and the total number of absentees agree with the total number of candidates registered, if not the Chief Superintendent of the shall be contacted immediately to identify the cause of disparity. Details of all bundles received in a section shall be checked with the bundle register.

(XIV) Packing and distribution of answer scripts for valuation

Before beginning valuation of answer scripts of a subject, the section shall ensure that it has received the statement of the distribution of answer scripts for valuation among Examiners. This statement is prepared by the Section dealing with the appointment of examiners, in consultation with Board of Examiners on the basis of the probable number of candidates appearing for each subject/paper. The section shall verify the distribution statement and make necessary adjustments in the number of answer scripts to be sent to the examiners on the basis of the actual number of answer scripts available for valuation. The section shall maintain a register showing the details such as the Name of Examiners, the number of papers allotted to each examiner and the total number of answer scripts for each subject/paper. Any subsequent changes in the allotment of papers necessitated due to circumstances should be made only with the concurrence of CoE. The Cover to be sent to the examiner contain:

- a. A letter showing the details regarding the name of the paper, scheme/year of admission, number of answer books and the name and address of the Chief Examiners to whom the answer scripts and mark books are to be sent and the date of completion of valuation.
- b. sufficient number of FOIL CARDS
- c. scheme of valuation
- d. copy of question paper
- e. form for claiming remuneration and TA/DA, as applicable
- f. acknowledgement form

(XV) Marks for practical examination and Viva-Voce

Marks for practical examinations and for Viva-Voce wherever applicable when received, from the HoD shall be recorded in the appropriate columns in the Tabulation Register and the entries checked.

(XVI) Award of Grace Marks

The list of candidates eligible for award of grace marks as approved by the Board may be checked and if any candidate is eligible for the award of grace marks, the marks may be added to the marks secured by the candidate.

(XVII) Finalising the results

If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass, his/her result is marked as „Passed“ in the result column or Remarks column of the register using indelible ink. The class secured by the candidate based on the total marks secured by the student is also noted in the register. In addition, if the grading system is followed, appropriate grades are to be entered in the register against marks awarded. The GPA/CGPA may be calculated and entered in the register. The Section Officer shall check all the entries, grace marks awarded and classification of results and put his/her initials on all pages of the tabulation registers.

(XVIII) Statistics of Results

Each Section dealing with an examination shall prepare a statistics of the results with the details as given below:

- a. The name of the examination with month and year.
- b. Number of candidates registered for the examination
- c. Number of candidates who appeared for the examination
- d. Number of candidates placed in First Class.
- e. Number of candidates placed in Second Class.
- f. Total Number of candidates passed
- g. Percentage of pass This statistics is to be furnished to the Board of Examiners for finalizing the results. Care shall be taken to present accurate figures in the statistics.

(XIX) Passing Board Meeting

When the tabulation of marks/grades of an examination is completed as above, a meeting of the Passing Board constituted by the Controller of Examinations for each examination shall be convened. The statistics of the results shall be presented to the Board for consideration. The Board may pass the results as such or the Board may pass the results with such modification as it may decide. The minutes of the Board shall be put up to the Controller of Examinations for approval. The Controller of Examinations shall issue orders to publish the results.

The minutes of the meetings of the Passing Boards shall contain the following details:

1. Time, day, date, venue and place of the meeting
2. Names and signatures of the members present
3. A brief statement regarding consideration and approval of the results
4. The percentage of marks of moderation, if any, recommended by the Board
5. Special conditions, if any, for the award of moderation
6. Any other remarks relevant to the conduct and results of the examination
7. The concluding time of the meeting
8. Signature of the Chairman.

(XX) Publication of Results and Ranks

The modification, if any, recommended by the Board and shall be effected in the marks tabulated. The Section Officer shall thoroughly check the moderation effected in the marks of candidates eligible for the same. Final checking of totals of the revised marks is done and the list of register numbers of successful candidates grouped into different classes/grades is prepared for publication. Register Numbers of successful candidates, who have passed a part/parts of an examination shall also be included in the results under appropriate headings. Copies of the results are to be sent to the Departments. A copy of the results shall also be displayed on the official website of the College. Register Numbers of candidates whose results are withheld for various reasons should also be published specifying the reasons for withholding the results.

A list of candidates who have secured the first three ranks in each Branch of the examination shall also be published along with the final results for the courses, if the **ranking** is practiced. **Issue of Grade Cards** to All candidates who have appeared for an examination conducted by the College shall be issued a statement of grades irrespective of the result of the examination. The fee for the grade card is collected along with the examination fee. The grade card shall be issued by the Controller of Examinations, under the seal of the College. The grade card shall set forth the name of the examination, the year and month of the examination, name and register number of the candidate, the name of the subject, including optionals/electives chosen by the candidate.

Grade Cards, with the required details according to the regulations and scheme of each course, may be prepared with the approval of the academic section and got printed. The printed grade cards shall be machine numbered serially and made available in the examination store. Immediately after publication of results of an examination, grade cards of all candidates who appeared for the examination shall be prepared and sent to the Principal's Office. Care shall be taken not to issue the grade cards of candidates whose results are withheld for various reasons.

(XXI) General guidelines for preparation of grade cards

- a. Grade cards shall be prepared in computers.
- b. The name of the candidate shall be written exactly as given in the qualifying certificate and the tabulation sheet.
- c. The register number, month and year of examination and centre of examination shall be written legibly
- d. The date of the grade card of an Examination shall be the date of publication of the results of the Examination. The date of grade cards issued to candidates, whose result have been withheld at the time publication of results and which are released subsequently, shall be the date of release of the results. Additional grade card shall be dated with the date of issue of the grade card.
- e. There shall be no corrections or over writings in a grade card.
- f. If any error occurs in the preparation of a grade card the sheet may be cancelled and a fresh sheet may be used under proper recording in the concerned register.
- g. The grade card prepared by one assistant shall be compared by another Assistant with the marks/grades allotted to the student as recorded in the tabulation sheet. The assistant who compares the entries in the grade card shall also sign in the grade card.
- h. The grade cards shall be put up for verification and attestation by the Section Officer

- i. The grade cards approved by the Section Officer shall be put up for the signature of the DCoE. The DCoE shall attest the grade card after such verification as he/she may deem fit. The DCoE shall also arrange to affix the rubber stamp of the signature of the Controller of Examinations and the seal of the College on all grade cards approved by him.
- j. The grade card returned to the sections shall be carefully checked to ensure that all the officers have signed in the appropriate places and all the seals mentioned above have been properly affixed on them
- k. All grade cards shall be bundled department-wise and arranged for dispatch to the Principal's Office.
- l. Grade cards shall not be prepared in respect of candidates who were absent for all subjects in an examination.

(XXII) Register of Candidates

The section dealing with examinations shall prepare and maintain a Register of Candidates in respect of all departments, and same registered list of students is sent to department for verification.

(XXIII) Fee Fund Register and DCB Statements

Each Section shall maintain a Fee Fund Register in the prescribed format showing all the details of fee remitted by the candidates registered for the examinations. Each assistant shall maintain one register in respect of the candidates allotted to him. Short remittance of fee in respect of students should also be calculated and shown as dues. A Demand, Collection and Balance Statement (DCB) shall be prepared after each session of the examinations. Further steps to realize the amount due shall be taken.

(XXIV) Register of Arrears

Each tabulation in the Software shall be maintained a register of arrears for recording the details of arrears of fee due from the departments.

Chapter V

CENTRALISED VALUATION CAMPS

(I) Objectives:

The Centralised Valuation scheme is envisaged to attain uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results.

(II) Administration of the Camp.

The Centralised Valuation Camps should be provided with a staff pattern as given below:

1. Camp Officer - Section Officer
2. Assistant Camp Officers -
Up to 5000 answer books - 2 Assistants
Above 5000 up to 10000 - 3 Assistants
Above 10000 up to 20000 - 4 Assistants
3. Preparation days - One man day per 600 answer books
4. Winding up - 2 days
5. Office Assistance - to be deputed by the Controller of Examinations after considering the requirement.

Above 20000 answer books - 2 Centralised Valuation Camps Duties

Camp Officer - Along with the overall co-ordination of the camp, the Camp Officer shall draw the advance and disburse the TA/DA etc., to the examiners and other personnel appointed for the camp. The advance shall be adjusted with proper vouchers directly with the Finance/Audit Department. Assistant Camp Officers - Distribution of answer scripts to examiners and collection of the same and mark lists after the valuation. They may assist the Camp Officer as and when necessary. Selection of Staff to Camp - Staff to the camp may generally be selected from the examination sections, which are directly or indirectly dealing with the matters of the examination. The criteria may be a combination of willingness, seniority and rotation. In special circumstances the Controller of Examinations shall depute any of the staff, from any of the sections in the examination branch for the job.

(III) Conduct of the Camp

1. The Camp shall be started at least one day before the commencement of the valuation.
2. Marks should be handed over to the tabulation section immediately after the conclusion of the camp.

(IV) Rules regarding valuation of answer books at the centralised valuation camps

The Deputy Controller of the concerned examination will exercise over all control of the Camp and shall be responsible for the proper maintenance of appropriate registers, records and accounts relating to the camp. He/She shall render necessary assistance to the examiners and ensure that all rules and regulations of the College are observed. His/Her duties shall include:

- a) arrangement of valuation hall and adequate number of security personnel
- b) arrangement of accommodation to examiners in the Guest House if required
- c) ensuring safe custody of answer script until the camp is over and returning them to the records section after the results are finalized. He/She shall supervise the distribution of answer books by the officials under his/her command and maintain an issue register to record the particulars of answer scripts issued to the examiners. This register should contain on the face page, the register number (from - to) of all papers received by him/her total number of candidates, register number and total number of absentees in the respective examination (s).
- d) entrusting the cover containing original marks received from the Examiner to the CoEs.
- e) disbursement of remuneration, TA/DA etc., to all officers/examiners on duty before the Camp is concluded and maintenance of cash book for all payments of remuneration and incidental expenses.
- f) Packing answer books after valuation is over in sealed covers, with superscription, name, date of examination, date of camp, subject and paper, number of answer scripts in each cover.
- g) The camp will function for one more day after the valuation is over to enable packing, dispatching and settling the accounts.
- h) Valuation Camp will be held continuously with the exception of Sundays and Public Holidays. There will be two sessions of valuation from 9.30 am to 12.30 pm. And 1.30 pm to 4.30 pm. All Officers/Examiners participating in the camp shall mark their attendance twice, once at the beginning of each session.
- i) General Instructions to Examiners in respect of valuation will hold good for Centralised Valuation also.

Chapter VI

PHOTOCOPY AND REVALUATION - RULES & PROCEDURES

(I) Scrutiny of Answer scripts (Photocopy)

A candidate, who has appeared at an examination, may apply to the Controller of Examinations for photocopy of his/her marks within 10 days from the date of publication of the results to (a) check the correctness of the totaling of marks awarded to various answers in the answer script and (b) check whether marks have been awarded to all the answers or parts of the answers in the answer script, subject to following conditions:

1. Candidates can submit applications for photocopy of any paper/(s) of an examination, within 10 days from the date of publication of results.
2. Prescribed fee for photocopy shall be remitted along with the application. A candidate shall not be entitled to get a refund of the fee, already remitted by him/her.

(II) Results of Scrutiny

If the photocopy presented for scrutiny happens to be not the answer script of the applicant, immediate steps shall be taken to identify the answer script of the applicant. If any mistake in the totalling of marks is found, necessary correction in the totalling of marks shall be effected as directed by the Controller of Examinations.

If any answer, answers or part/parts of answer/answers was/were not evaluated and not given marks by the examiner, the examiner shall be summoned and he/she shall be directed to evaluate the answer/answers. If any candidate secures more marks after such valuation, necessary alteration in the records and results already announced may be effected after obtaining necessary orders from the Controller of Examinations. The grade card issued to the candidate may be called back and cancelled before issuing fresh grade card certificate incorporating the benefit gained in the scrutiny.

If any applicant is unable to detect any of the defects mentioned above he/she shall be informed in writing that there is no change in the marks awarded to the paper/papers concerned or in the results of the examination taken by him.

Applications for scrutiny shall be processed in the revaluation section(s). Details of all applications for scrutiny received in the section(s) shall be posted in a process register. The revaluation process register used in the revaluation section can be used for this purpose.

Processing of applications shall be started immediately on receipt of applications, without waiting for the last date fixed for receipt of applications, so that request for answer scripts from the examination store can be sent immediately after the last date fixed for receipt of applications. On completion of the photocopy scrutiny of answer scripts, the applicant shall be summoned and allowed to identify the answer scripts and to check the award of marks for the different answers and to verify the correctness of the totaling of marks.

IN NO CASE SHALL THE ORIGINAL STATEMENT(S) OF MARKS RECEIVED FROM THE EXAMINER(S) BE SHOWN TO THE APPLICANT(S) WHICH MAY RESULT IN REVEALING THE IDENTITY OF THE EXAMINERS.

Result of the photocopy scrutiny and the marks obtained for the paper(s)/subject(s) shall be communicated to the candidate and in case the result is affected by such scrutiny, the corrected results shall be published.

(III) Revaluation - Rules

After revaluation, results will be finalized as follows:

- a) The original marks secured by the candidate will not be changed in the following cases:
 - i. If the revalued marks are less than the marks secured in the original valuation.
 - ii. If the marks exceed the marks secured in the original valuation by less than 5% of the maximum marks for the paper. However, if the candidate happens to pass the paper, when the revalued mark and moderation are taken into account, he/she will be given the benefit of revalued mark even if it is below 5% of the maximum marks for the paper.
- b) If the revalued marks exceed the marks secured in the original valuation by 5% of the maximum marks of the paper, the revalued marks will be taken as final marks, and the marks secured by the Candidates in the original valuation be changed accordingly.
- c) If the revalued marks are higher than the original marks by more than 20% of the maximum marks of the paper, a second revaluation is to be done and the average of the two higher marks awarded by two examiners, (original examiner and two revaluers), is to be awarded to the candidate. The change in marks is to be effected, if the increase in the marks after the two revaluations is 5 % or above the maximum marks for the paper.
- d) The recommendation of the Passing Board already constituted for finalizing the original results of the examination will be applicable for finalising the marks obtained on revaluation, treating the revaluation marks as equivalent to original marks. The moderation marks so recommended will be awarded to any other paper also if needed, even if the student has not applied for revaluation for that paper.

- e) Cases of examiners found guilty of improper valuation/revaluation shall be reported to the College for appropriate action by the Controller of Examinations
- f) The CoEs shall maintain a list of teachers against whom action has been taken under these guidelines.
- g) The revaluation result should be released as soon as it is ready and as far as possible the maximum time should be 10 days from the last date of receipt of the application for revaluation.
- h) In cases where the candidate has applied for revaluation of more than one paper then the result of individual papers may be intimated as and when they are ready.
- i) The candidate applying for revaluation will be permitted to identify their answer scripts after the revaluation results are finalised and communicated to them. No other person except the candidate will be given the permission to identify his/her paper. Candidates, who intend to identify their answer book(s) shall submit an application to the Controller of Examinations within 10 days from the date of publication of revaluation results.
- j) The marks obtained after revaluation as per rules given above will be treated as original marks while issuing mark lists. The final mark list will be issued by the office of CoE in accordance with the recommendations of the Passing Board regarding moderation, etc.
- k) Identification and re-totalling of his/her answer books will be permitted to candidates who apply for the same.

(IV) Revaluation Procedure

- a. Revaluation section(s) shall receive applications for revaluation, in the prescribed format along with required proof for remittance of fee, per paper.
- b. Revaluation Section(s) shall verify the applications received for ensuring that the fee paid is as per rules. If any dues are pending, candidates should be intimated immediately.
- c. A fee fund register shall be maintained in the Revaluation Section for recording details of fee collected.
- d. In case of incorrect/incomplete application, defect memo shall be sent to the candidate.
- e. A Tabulation Register for revaluation alone shall be maintained in the Revaluation Section.

- f. Name and address, register number, subjects applied and marks obtained in each shall be entered in the Tabulation Register.
- g. Name and Register Number of the applicants shall be verified with the Nominal Roll of the concerned Examination.
- h. The marks entered in the tabulation register shall be checked with respective answer books.
- i. Controller of Examinations shall appoint examiners for revaluation, from among examiners, who have not valued the answer book earlier.
- j. Marks secured on revaluation shall be entered in the E-CoE Software.

(V) Revaluation - Procedure in the Tabulation Sections/Centrised Valuation Camp

- i. The Centralised Valuation Camp Officer shall handover the list of first examiners, Question Papers, Schemes of Valuation and Nominal Rolls to the Revaluation Section soon after the Camp.
- ii. Make necessary changes is made in the E-CoE Software on the revaluation marks and finalise the result is published from the Controller Office.

(VI) Cancellation of Application for Revaluation

- a) A candidate, who has applied for revaluation, may apply to the Controller of Examinations for cancellation of his/her application for revaluation within 5 days from the date of publication of supplementary examination results.
- b) Application for revaluation be cancelled on the following situations
 - i. The candidates has passed a paper for which he had applied for revaluation in a subsequent examination, the result of which is published prior to the publication of revaluation result.
 - ii. Intention of cancellation request is to meet the urgency of obtaining grade card.
 - iii. The candidates are ready to forfeit the possible higher marks they might have obtained during revaluation.

Chapter VII

CONDONATION, RE-ADMISSION, CANCELLATION, LATERAL ENTRY, CLASSIFICATION, CONCESSIONS, Etc.,

(I) Condonation of Shortage of Attendance

Candidates can seek condonation of shortage of attendance only once in a 2 year course and twice in other courses of longer duration. Following are the Rules regarding attendance requirements:

1. Every candidate is to secure a minimum of 75% attendance of the total duration of the course as provided in the Regulations.
2. For this purpose, the duration of the semester to which a candidate is admitted initially will be from the date of his/her actual admission.
3. Candidates having a shortage of attendance upto 10% can apply for condonation of shortage in the prescribed form on genuine grounds.
4. Application for condonation of shortage of attendance should reach the office of the Controller of Examinations along with the final attendance statement, atleast 5 working days before the commencement of the semester examination.
5. It shall be discretion to the Secretary/Principal to consider such applications and condone the shortage depending on the merit of each case.
6. Unless the shortage of attendance is condoned, candidate is not eligible to appear for the examination
7. Unless the shortage of attendance is condoned, a student is not eligible to be promoted to a higher semester and he/she has to repeat the respective semester at the next available chance.
8. Applications not conforming to the above rules are to be summarily rejected.

(II) Re-admission of Students to various courses of study

General Conditions applicable to all categories of Re-admission are as follows:

1. Applications for re-admission shall be submitted by the student along with the prescribed fees to the Secretary/Principal.
2. The student who was issued a Transfer Certificate from the College shall not be eligible for re-admission.

3. Re-admitted students shall be considered to be supernumerary.
4. Re-admitted students shall be governed by all other regulations (e.g., regarding payment of fees, attendance, examinations etc.) prescribed for the particular course of study.

(III) Re-admission of discontinued students:

- (1) Any student who, on genuine grounds and after having duly informed the Principal had discontinued a course of study after having registered for the I Semester/Year examination of the said course of study and is desirous of completing the same shall be eligible for re-admission, subject to provisions 1-4 above.
- (2) In the case of 2/3/4 Semester courses of study, re-admission shall be sought within a maximum period of four years from the date of admission to the course of study, subject to the regulation regarding maximum period available for the completion of the said course of study.
- (3) Re-admission shall be granted only from the beginning of the semester from which the student had discontinued, and the student shall undergo the remaining semester(s) of the course of study in accordance with the syllabus and scheme of examination applicable at the time of re-admission.
- (4) Re-admitted students shall remit the prescribed fees for re-admission for the semester to which s/he is re-admitted.
- (5) Re-admission under this provision shall be permitted only once for a particular course of study.

(IV) Re-admission to improve Internal Assessment Marks

- i. A student, who has failed in the examination of a particular paper(s) in a semester(s) and who would like to improve the internal assessment marks shall be eligible for re-admission, subject to provisions 1-3 above, if his/her internal assessment marks are less than 40% of the maximum marks prescribed for Internal Assessment.
- ii. Such students shall be eligible for re-admission only from the beginning of the semester(s) in which he/she has failed for a particular paper(s).
- iii. The students so re-admitted shall be required to take all internal assessment examinations as well as external examinations of the particular paper(s) in the semester(s) in accordance with the syllabus and scheme of examination applicable at the time of re-admission. However, in case, if the candidate is admitted for internal improvement for a paper, which he/she studied earlier under the same scheme and syllabus his/her external marks for that paper shall be retained.

(V) Re-admission for deficiency in attendance requirement

- i. A student who was not allowed to sit for an examination because of deficiency in attendance requirement shall also be eligible for re-admission, subject to provisions 1 - 4 above, to the semester in which the deficiency occurred Attendance requirement, as per Regulations is mandatory for such candidates.
- ii. Re-admitted students shall have paid the prescribed fees for the semester in which the deficiency occurred and shall again remit the prescribed fees, upon re-admission, for the semester to which he/she is readmitted.
- iii. Re-admission shall be granted only from the beginning of the semester for which the deficiency occurred and the student shall undergo the remaining semester(s) of the course of study in accordance with the syllabus and scheme of examination applicable at the time of re-admission.
- iv. Re-admission under this provision shall be permitted only once for a particular course of study.

(VI) Cancellation of Examinations

These Rules shall apply to all courses of study conducted by the College.

- 1) Application for cancellation of Examination(s) shall be submitted by the candidates along with prescribed fees to the Secretary/Principal to give appropriate recommendations in the matter on genuine grounds with sufficient documentary evidence to the Controller of Examinations who will take a decision in the matter and record it in the registers.
- 2) No student shall be allowed cancellation of Examination more than once in their course of study.
- 3) Cancellation will be effected for the whole examination for which the candidate has registered in a particular chance.
- 4) The candidates seeking cancellation shall not be considered for ranking.
- 5) The registration for the Examination shall not be considered as a chance, if cancelled.
- 6) Internal Assessment marks shall be carried over to the subsequent ESE Examination.

(VII) Concessions to Physically Handicapped Candidates

- i. Candidates who come under provisions of persons with Disabilities Act 1995 are eligible to apply for grace marks of 25% under the scheme. The certificate of disability should be from the District Disability Board.

- ii. Grace marks of 25% of the secured marks of both external and internal examinations under each subject shall be added respectively to each corresponding subject appeared by the candidate, irrespective of Lab, Viva Voce, Project etc.
- iii. Marks thus awarded as grace marks shall be added to the external mark and internal marks scored by the candidate, separately.
- iv. Grace marks shall be awarded even if there is only external or internal examination for a particular subject.
- v. While adding grace marks, the total marks awarded including the grace marks shall be limited to the maximum set for the subject. Fraction, if any, shall be ignored in each case.
- vi. No transfer of grace marks will be permitted from one subject to another or from one examination to another.
- vii. Only the marks scored by the candidate excluding the grace marks shall be considered for ranking.
- viii. For classification purposes the marks awarded as grace marks shall also be considered.
- ix. The grace marks awarded shall be shown separately in the E-CoE Software. But in the marklist only the total marks including the grace marks shall be indicated.
- x. The eligibility of a candidate to be awarded grace marks will remain for all the examinations throughout the course including supplementary examinations as per rules, provided the disability persists with the candidate.

Chapter VIII

MATTERS RELATED TO GRADE CARD

(I) Issue of duplicate Grade Card

If Grade Card issued to a candidate has been **irrecoverably lost**, a duplicate of the same shall be issued, subject to following conditions:

1. Application for duplicate grade card shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
2. An affidavit signed by the candidate and attested by a Notary Public, explaining the circumstances which led to the loss of the certificate shall be enclosed with the application.
3. A recommendation letter from Secretary/Principal along with application.
4. An undertaking from the candidate to return the duplicate certificate to the office of CoE for cancellation if the original grade card happens to be recovered subsequent to the issue of the duplicate shall also be obtained from the applicant.
5. Applications for issue of duplicate card shall be posted in a separate register and the procedure followed for the issue of original grade shall be followed for the issue of duplicate grade card also.
6. Tabulation sections shall also record the details of issue of duplicate grade card in the concerned Tabulation Register.
7. If an occasion arises for considering a request for issuing a Triplicate of a grade card to a candidate, the case may be disposed of after examining the special circumstances of the case and obtaining the orders of the Secretary/Principal.
8. Duplicate grade card signed by the COE with the superscription “***This duplicate is being issued on proof that the original has been lost***” shall be issued.

Rank Certificates

Every candidate shall be ranked in the order of merit, based on the grade secured by him or her, subject to following conditions, irrespective of the examinations.

1. The candidates shall have completed all parts of the examinations within the minimum prescribed period of the course.
2. Grades secured at the first appearance of each paper/part alone shall be taken into consideration for deciding the ranks.

3. Subsequent appearance for a paper/papers or part/parts, after cancelling the paper/papers or part/parts as per rules shall be treated as first appearance for purposes of ranking and subject to clause 1 above.
4. Grades secured for supplementary examinations conducted during the period of a course shall not be reckoned for ranking.
5. In the case of semester courses the total marks secured for all the semesters taken together shall be the criterion for awarding ranks.
6. Candidates, who reappear for an examination for improvement of results, shall not be considered for ranking.
7. Ranking of an examination shall be done only after the revaluation process in respect of all the applications for the particular examination have been completed.

The names, addresses, register numbers, CGPA scored by top ten (10) candidates in an examination shall be included in the list according to the CGPA secured by them, viz. candidate scoring the highest CGPA shall be ranked as No.1 in the list, the next higher scorer ranked as No.2, etc. If more than one-candidate scores the same CGPA, the eligible rank shall be awarded to all of them and the next rank shall be awarded to the candidate/candidates with the next higher score, etc.

Rank certificate shall be issued to eligible candidates who secure the first three ranks only. Application for Rank Certificates shall be submitted in the prescribed format by remitting the prescribed fee.

Rank Certificate shall be signed by the Controller of Examinations. The section dealing with the concerned examination shall prepare the certificates and put up the same for signature of the CoEs, along with the approved rank list.

(III) Reporting of marks secured by students confidentially

The College has made a provision for confidentially reporting the marks secured by a candidate in an examination of a course to other Universities or Institutions for purposes of applying for admission to other courses or employment, before the official publication of results, provided the candidate has completed his/her course of study. Candidates, who wish to avail the benefit of this provision, shall apply to the Controller of Examinations in the prescribed form after remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported. A stamped envelope with the address of the Person/Institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the College.

(IV) Corrections in Certificates and Grade Card

If the error in a grade card issued to a candidate has occurred due to the mistakes, while preparing the same, fresh grade card shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective grade card. Any other corrections in the entries in the grade card are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the College subsequent to the issue of the grade card. In the case of change of name in the grade card, the candidate shall be required to submit an application showing the reason for correcting the name in the grade card, with the original certificate required for verification after remitting the required fee.

An asterisk may be marked boldly on the top of the first letter of the name of the candidate written in the grade card. On the bottom margin of the grade card an entry “*Name since corrected as.....(correct name).....”. Shall be made and signed by the DCoE with date and official seal. The Section concerned shall also prepare a brief note signed by the Assistant and Section Officer showing the reason for correction along with the grade card so corrected, when submitting it for attestation by the Controller of Examinations.

(V) Cancellation of Grade Card

If the grade card issued to a candidate is later found out/reported to be defective either in the entries of marks or in the details of subjects recorded in the grade card, the defective mark list shall be cancelled and a fresh mark list shall be issued to the candidate. If the grade card is detected by the staff in the section, the candidate may be directed to surrender the grade card for correction.

(VI) Attestation and/or verification of genuineness of Certificates and Grade Card.

Candidates, who pass various examinations and who seek admission in other Universities/Institutions are often required to furnish attested copies of transcripts, syllabus, grade card and certificates in respect of the examinations passed by them. Prospective employers also sometimes send copies of the certificates and grade card issued by the College to verify genuineness of the documents. The College has made following provisions for meeting the above requirement.

(a) Attestation grade card

Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents. In the case of grade card, verification has to be done by the concerned tabulation section in the examination wing. The document received in a section for attestation shall be thoroughly scrutinized by the concerned Assistant to ensure that all the entries in the documents are exactly the same as those in the records maintained in the section. If the entries are the same as those in the records, the

Assistant shall write in his/her own handwriting the word "Attested", near the lower left hand corner of the document, without obliterating the entries in the document and put his/her initials below it. The section Officer shall verify the documents with reference to the original records and put his/her initials in token of his/her verification. The document shall then be put up with a brief note to the DCoE, who shall also examine the entries and sign the documents with his/her initials. The documents and the note shall thereafter be sent to the Principal through the Deputy Registrar and Controller of Examinations, who are also to initial the documents after such verification as they deem fit. The documents after attestation by the Principal shall be returned to the Principal's Office for transmission to the Institution.

(b) Verification of genuineness of certificates and Grade Card

The CoEs is the authorized officer to issue certificates of genuineness of certificates and grade card issued by the College. If the request for verification is from other universities, foreign embassies, educational agencies or other government agencies, no fee shall be levied for issuing certificates of genuineness. The documents received shall be verified as in the case of verification for attestation, by the Assistant, Section Officer and the Deputy Controller. A verification report in the prescribed format shall also be prepared by the Assistant. If the application for genuineness of certificate is submitted by the candidate or by his/her representative or private agencies, the prescribed fee shall be levied for issuing the certificate. In processing the applications received for attestation of documents or verification of genuineness, care shall be taken to ensure that they are disposed off within a week from the date of receipt of the applications. If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned immediately. Such cases shall be brought to the notice of the Secretary for initiating criminal proceedings against such manipulators. The officers concerned shall ensure that communications with foreign universities and embassies are carefully drafted without mistakes and printed/typed on good quality paper.

Chapter IX

EXAMINATION REGISTERS

(I) Important Registers to be maintained in the Tabulation Sections

1. Casual Leave Register
2. Register of late arrivals/early departures
3. Inward Register
4. Register of answer scripts
5. Register of Dummy Numbers/Key Book
6. Register of revaluation/scrutiny of answer books (in Revaluation section only)
7. Register of Foil Cards
8. Register of malpractices
9. Fee Fund Register
10. Personal Register
11. Tabulation Registers
12. Transit Register
13. Despatch Register
14. Purport Register

(II) Registers to be maintained in Non-Tabulation Sections

1. Inward Register
2. Personal Register
3. Transit Register
4. Other registers directed to be maintained according to the nature of work allotted to each Section.

(III) Guidelines for the maintenance of Registers

1. All registers shall have their pages numbered serially.
2. No pages shall be torn off or removed from a register. If cancellation of the entries on a page becomes necessary, the cancelled page may be retained in the register with the cancelled entries attested by the Section Officer.
3. A page certificate shall be furnished on all registers of examination results and financial transactions.
4. The entries in the registers shall be neat and legible.
5. For correction of entries in a register, over writing, rubbing and use of correction fluid shall not be resorted to. If any correction becomes necessary, it may be effected by scoring off the original entry with a single line and making the correct entry above the scored off entry with the attestation of the person who makes the correction and by the Section Officer.

6. In the tabulation registers and other registers relating to the results and marks of candidates, all such corrected entries shall be attested by the person who checks the entries and by the Section Officer.
7. The Section Officer and the assistants shall sign all the pages of the registers wherever such a procedure is insisted.
8. All the registers shall be put up periodically for inspection by the superior officers.
9. All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

(IV) Personal Register (PR)

Personal Register shall be maintained in bound volumes. It shall not be maintained in loose sheets or in the form of improvised notebooks. The names of the Section Head and the Assistant maintaining the register shall be prominently written on the fly leaf of each volume. Changes in the personnel register shall be entered with the dates on which the changes took place. The number of entries on each page of the register shall ordinarily be three. A full page may, however, be used for currents on which more reference are likely to arise and a series of correspondence is anticipated.

Method of entering various columns in the Personal Register

Papers shall be registered in the order of the number stamped on them as these are called Current Numbers or briefly C. Nos. As the Personal Register is a valuable document to trace out the receipts and to watch the progress of disposal of cases and to check delays, the dealing Assistant shall take particular care to maintain it in the proper form.

The currents received in each section shall be registered in the Personal Register. A new Personal Register shall be opened for every calendar year. A few opening pages shall be reserved for carrying over the entries of files not disposed off at the end of the previous calendar year.

Papers received by an Assistant shall be recorded in the register on the day of receipt itself and shall be entered in the order of the current number stamped on it or according to the order in which they are received. **Processing shall be done in the order in which the papers are entered in the register unless specifically ordered otherwise by the superior officer/officers.** When applications are received in bulk, the details of applicants may be limited to their Register Numbers. In such cases, number of entries on a page need not be limited to three.

Section Officers shall periodically check the Personal Register of the Assistants and ensure that all currents received by them are not kept pending without any valid reasons. The DCoE shall check the Personal Register once in a fortnight and shall take necessary steps to deal with any irregularity noticed. The Deputy Registrars shall also examine the Personal Registers periodically.

(V) Register of publication of results

The office of the Controller of Examinations shall maintain a register showing the details of results of examinations published every year in the format given below:

S.No	Name of Examination	Date of Commencement of examination	Date of last examination	Date of publication of result	Initials of the CE

Before approving the results of an examination, the necessary details shall be entered in the register and the register along with the results shall be put up to the Controller of Examinations for approval of the results. It is desirable to have separate registers for each Department for easy accessibility of the details subsequently.

(VI) Register of Notification of Examinations

A register of Notification of Examinations shall be maintained in the office of the Controller of Examinations in the format given below:

S.No	Name of Examination	Date of Notification	Date of receipt of application without fine	Date of receipt of application with fine	Date of Commencement of examination	Initials

The details of all notifications regarding conduct of examinations shall be entered in the register and shall be submitted to the Controller of Examinations along with the draft of the notification, for approval. Separate volumes of the register shall be maintained for each Department for easy reference.

(VII) Preservation of Documents

Sl. No.	Name of Document	Period of Preservation
1	Tabulation Register	Permanent
2	Register of Degrees	Permanent
3	Register of Matriculates	Permanent
4	Register of Publication of Results	Permanent
5	Calendar of Examinations	Permanent
6	Minutes Book of Exam. Board Meetings	Permanent
7	Register of Malpractices	Five years
8	Stock Registers	Ten years
9	Free receipts	Till completion of audit
10	Fee Fund Register	Five years
11	Revaluation Register	Permanent

12	Register of Scrutiny of answer books	Permanent
13	Purport Register	Three years
14	Register of received papers	Three years
15	Counter foils of answer books	Two years
16	Answer Books of Examinations	Six month the publication of results
17	---	3 months after issuing Degree Certificate
18	Applications for Examinations	3 months after publication of results
19	Grade Card Received from Examiners	Two years
20	Counterfoils of mark lists	One year
21	Applications for Grade card, Duplicates of Grade card	One year
22	Closed files	Refer Office Manual
23	Registers of financial transactions such as contingent Bill Register, Cheque payment, Register of advances etc.,	10 years

Chapter X

EXAMINATION MALPRACTICES

(1) "Malpractice" in relation to an examination include -

- a) (i) the copying at an examination from any book, notes, the answer book of some other candidate or from any other source, or
- (ii) receiving help from another candidate or person, or the giving of any help to another candidate, or
- (iii) the use of any other unfair means, or
- (iv) the attempt to do any of the things in items (i) to (iii) above
- b) gaining or attempting to gain admission to any examination on the basis of any forged document,
- c) tampering with or being instrumental in tempering with any College records including answer books, grade card, result sheets.

(2) "Misconduct" in relation to an examination includes -

- a) the refusal to obey the instructions given to a candidate at the examination centre by the Superintendent or an Invigilator, or
- b) any other insolent or unbecoming behaviour towards the staff engaged in examination duty.

(3) Procedure to be followed in instances of malpractice(s)/misconduct(s)

1. A student detected indulging in malpractice or guilty of misconduct at an examination shall not be permitted by the Chief Superintendent to write the remaining part of the examination.
2. The Chief Superintendent shall send a report to the Controller of Examinations detailing the malpractice, supported by documentary and any other evidence available.
3. The malpractice detected at the time of valuation or subsequently shall also be reported to the Controller of Examinations with supporting details by the examiner or other person concerned.

4. On receipt of a report of a malpractice or misconduct the Controller of Examinations shall appoint a teacher of the College not below the rank of a Reader as Enquiry Officer to conduct an enquiry and make a report.
5. At the enquiry the student shall be given a reasonable opportunity to defend the charge against him and shall be allowed to cross-examine the witnesses, if any. Representation through counsel will not be allowed.
6. The Enquiry Officer (EO) shall make a report to the CoEs, in a sealed cover, indicating the conclusion reached by him/her stating the reasons therefore with regard to the alleged malpractice or misconduct .
7. On receipt of the report, the Secretary/Principal shall refer the case to the Standing Committee of Examination. The Committee shall examine and recommend whether the malpractice or misconduct has been established and if so, what punishment should be imposed. Based on the resolution of the Committee, the Secretary/Principal shall decide whether the alleged malpractice or misconduct has been established and the punishment to be awarded.
8. If the malpractice or misconduct is held as proved, one or more of the following punishments, depending upon the gravity of the malpractice or misconduct may be imposed on the candidate.
 - a. Withheld the result of the concerned examination.
 - b. Cancel the result of the concerned examination
 - c. Debar the student from appearing at any examination of the College for a period of two years.
 - d. Expel the student from the College.
9. The decision of the Secretary/Principal shall be final.

Note: Results of candidates, who resort to write register numbers, names etc., in the Answer Books /Additional sheets/Drawing sheets etc., be published only after issuing them a warning memo not to repeat such instances in future.

Malpractices:

Resolved that the following rules be framed for guidance in connection with considerations of cases of malpractice at Semester Examinations.

1.	Appeal for favourable consideration or mercy	Warn the candidate
2.	Writing candidate's name in any part of the answer book	Cancel the examination taken in the particular subject only
3.	Writing candidate's Register Number in any part of the answer book other than the front page	Cancel the examination taken in the particular subject only

4.	Letter of appeal for favourable consideration, promising any form of remuneration	Cancel the examination taken
5.	Possessing notes or books on the subject of the examination	Cancel the examination taken
6.	Possessing notes or books on the subjects of the examination	Cancel the examination taken and debar for the next semester examination
7.	Using or copying from notes or books on the subject of the examination	Cancel the examination taken and debar for the next semester examination
8.	For inserting previously written answer sheets brought from outside	Cancel the examination taken and debar for the next one examination.
9.	For threatening or assaulting the Invigilator or for insubordinate behaviour	Cancel the examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period
10.	For manhandling or injuring the Superintendent, Hall Superintendent, or other examination officials/ personnel	Cancel the examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period
11.	Case of impersonation	Cancel the examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period
12.	In case of tampering with spelling/name /initials in the certificates issued by other bodies	The candidate has to produce fresh certificates
13.	In case of tampering with the date of birth in the certificates issued by other bodies	The candidates should not be permitted to appear for any examinations of this College for a period of two years from the date of submission of documents and not to pursue any course of studies for the corresponding period
14.	Tampering with the Grade Certificate or any other Certificate issued by the College 4.	The College will retain the tampered certificate and duplicatie certificate will not be issued for three years from the date of presentation of documents. The candidate should not pursue any course of studies in this College for the corresponding period.

IMPORTANT NOTE:

The above rules are intended to guide the Examination Committee and to be judiciously applied to any form of malpractice by candidates

The decision of the Secretary/Principal shall be final in all matters pertaining to the Academic Programme.

**REPORT OF THE CHIEF SUPERINTENDENT ON MALPRACTICE
CONFIDENTIAL**

To

The Controller of Examinations,
St. Joseph's College of Arts & Science (Autonomous),
Cuddalore - 607001.

Dear Sir/Madam,

Sub: Case of Malpractice - Regarding.

I am enclosing the following evidence in support of the allegation of the use of malpractice by the examinee in this semester examination Odd/Even Semester. Year --

1. The incriminating Material recovered from the candidate
2. The scripts (answer books) of the Candidate : No. of pages written -----

Date :Signature of the Candidate
(Name in Capital letters)

Signature of the Chief Superintendent
(Name in Capital letters)

Statement of the Candidate to be recorded by the Chief Superintendent

Note: The Chief Superintendent will give a hearing to the candidate and record his statement. If the candidate refuses to make any statement, then this fact will be recorded by the Chief Superintendent.

Date : Signature of the Candidate
(Name in Capital letters)

Signature of the Chief Superintendent
(Name in Capital letters)

Form for Reporting cases of Malpractice during the Semester Examinations (To be filled by the Invigilator or Hall Superintendent)

1. Name of the Candidate:
2. Reg. No. -----
Name of the Examination: Odd/ Even Semester Year : -----
3. Code & Tittle of the Paper : -----
4. Hall/ Room Number: -----
5. Date and Time of Detection: -----
6. Type of Malpractice:
 - a. Possessing incriminating
 - i. Written
 - ii. Printed
 - iii. Torn book pages
 - iv. Mobile
 - v. Any other -----
 - b. Exchanging: i. Question papers ii. Answer sheets iii. Calculators
 - c. Copying from neighbour's answer sheets
 - d. Communicating through signs and gestures
 - e. Impersonisation
 - f. Misconduct
 - g. Any other mode of Malpractice

Date : Signature of the Candidate
(Name in Capital letters)

Signature of the Chief Superintendent
(Name in Capital letters)

Chapter XI

MISCELLANEOUS ITEMS

(I) Examination Tappal

All communications regarding matters connected with registration to the examinations, conduct of examination, issue of certificates and grade card etc. are to be addressed to the CoEs. The documents received in this regard shall be sorted out, put up to the CoEs and distributed to the concerned sections with proper acknowledgement.

(II) Examination Cash (Payments and Accounts)

Functions of Examination Cash Section include:

- i. Payment of advances for various purposes connected with the conduct of examinations.
- ii. Adjustment of advances paid for various purposes by preparing adjustment bills.
- iii. Arranging payment of bills of expenditure incurred against the budget
- iv. Keeping accounts of expenditure incurred towards expenses for conduct of Examinations.
- v. Prompt payment of all types of remuneration to examiners, question paper setters etc.,
- vi. Taking steps to scrutinize all vouchers/bills submitted for favour of payment and rectification of defects, if any.

Payment of advances for various purposes connected with conduct of examinations and adjustment of advances.

Payment of advances for various purposes like question paper setting, printing of question papers, advance to Chief Superintendents, advances to Camp Officers for the conduct of Centralised Valuation Camps etc., shall be made in connection with the conduct of Examinations. On receipt of requests with orders of competent officers for sanctioning advances, the section concerned shall issue the orders, with concurrence of the Finance Branch, wherever necessary, and put up for approval of the Controller of Examinations.

A Register of Advances shall be maintained in each section from where advances are sanctioned for various purposes, with the following details:

1. The name and designation and address of the person to whom the advance is paid
2. The purpose for which the advance is sanctioned
3. The number and date of Order sanctioning the advance
4. The amount of advance
5. Date of payment of advance
6. Date of submission of bill/vouchers
7. Total amount of expenditure

8. Excess amount refunded with details of refund/balance amount to be paid
9. Date of submission of adjustment bill
10. Remarks

The Advance Register shall be periodically checked to ensure that the advances sanctioned are regularized within the time limit prescribed. In cases of delay of submission of statements of accounts by the person receiving the advance, reminders shall be sent to the concerned to settle the accounts. Inordinate delays in the settlement of accounts shall be brought to the attention of the superior officers for appropriate action. It shall be the duty of the CoE concerned to periodically check the Advance Registers and take appropriate action.

It shall be the duty of Examination Cash Section to arrange payments of all bills connected with the conduct of examinations. The section shall keep accurate accounts of the expenditure incurred for various purposes from the budget allocations and maintain proper books of accounts. In addition to the usual registers to be maintained in a section, the Examination Cash Section is also to maintain following registers:

1. Contingent Bill Register
2. Register of Advances
3. Budget Control Register

(III) Examination Store

There shall be a separate store for storing examination materials under the immediate control of Section Officer. Purchase of exam stationeries shall be made as per Stores Purchase Manual. In urgent and confidential cases the rules can be waived after getting proper orders from higher authorities.

(IV) Issue of materials from the Store

Issue of materials from the Store shall be based on indents received from Various Departments.

Registers to be kept in Examination Store

There shall be a Stock Register and Issue Register properly maintained in the section dealing with exam stores. Necessary entries will be made in the stock register when all items are purchased and similarly necessary notings and attestation will be made when the same is distributed to various sections/departments.

(V) Examination Calendar

An Examination Calendar shall be prepared by Controller of Examinations showing the schedule of various examinations conducted during a year. It shall be published in the College website in the month of June every year. The Calendar shall contain the following details of all courses conducted during the Academic Year:

- i. The dates of commencement of classes
- ii. Last date of receipt of proposal with model question paper, syllabus and panel of question paper setters/examiners with phone number and E mail address.
- iii. Last date of registration of examination
 - i. without fine
 - ii. with fine
 - iii. with super fine
- iv. Date of submission of attendance statements
- v. Date of submission of Internal marks
- vi. Date of issue of Nominal Roll and Hall Ticket
- vii. Date of commencement of examination/submission of Dissertation
- viii. Probable date of Publication of Result, Issue of grade card.