

# **SAINTGITS COLLEGE OF ENGINEERING**



## **ADMINISTRATIVE MANUAL**

## **FOREWORD**

An Administrative Manual serves as a guide to assist stakeholders of SAINTGITS in their day-to-day performance of administrative and management functions. The manual contains introduction to college, and various offices, shows reporting relationships, process of delivery, provides procedures for requesting services, and delineates responsibility. The manual also serves as a consolidated reference document about the operations and programs of the college.

Saintgits College of Engineering has applied for Autonomous status to the University Grants Commission (UGC). Autonomous status affirms complete administrative autonomy and has the privilege of appointing our own Administrative staff and teaching faculty. So an improved version of existing administrative policy is the need of the hour to accept new challenges.

A vibrant and healthy work culture with its policies, guidelines, and procedures has been formed to attain the vision and mission of Saintgits College of Engineering. Saintgits not only believes in the development of students, but also in the development of its employees. Policies, Guidelines, and procedures are formulated to make employee life effective, comfortable and enjoyable at SAINTGITS, now and for the future.

**Er. Punnoose George**

Executive Chairman - Saintgits Group of institutions

Secretary - Mar Gregorious Educational Society

Kottayam

28/01/2019

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# Chapter I – Governing Policy

## I.1 Introduction

The SAINTGITS Group of Institution was established by the Mar Gregorios Educational Society, Kottayam. The non- Profit Charitable Society was formed in 2001 and registered under 12th 1955 Travancore Cochin Registration Act for Literary, Scientific and Charitable Societies. The society houses the following Institutions: -

- SAINTGITS College of Engineering
- SAINTGITS Institute of Management
- SAINTGITS College of Applied Science

The college was founded by a group of well-known academicians. They are pioneering educators, having unmatched experience in the field of education with a belief that the continuous search for knowledge is the sole path to success. The primary focus of the institution is to expose the young minds to the world of technology, instilling in them confidence and fortitude to face new challenges that enable them to excel in their chosen fields. The college inculcates the development of all facets of the mind culminating in an intellectual and balanced personality. Our team of dedicated and caring faculty strives to widen the student's horizon of learning thereby achieving excellent results for every student.

With a scientifically planned methodology combined with a team of handpicked faculty -the best in the teaching profession and the state of the art infrastructure, the quality of the engineering education at SAINTGITS is unparalleled in the region. The institute has turned into a benchmark for others to emulate.

SAINTGITS College of Engineering right from inception, has been maintaining high levels of standards in academic and extra-curricular realms of activities. The primary focus of the institution is to acquaint young minds with the world of technology, instilling in them confidence and fortitude to excel in their chosen fields. The college offers Bachelors degree courses in nine engineering disciplines, Master's degree courses in Engineering, Computer Applications and Business Administration. Over a decade of its existence and Fourteen batches of students who have graduated, the college has bagged several university ranks and has sustained a remarkable pass percentage. Our placement policy aims at placing students with industry stalwarts where they will be able to build a successful career. In the academic arena, Saintgits offers a unique learning experience through well-structured methodology formulated by esteemed academic and industrial experts, facilitated by state-of-the-art infrastructure

## **I.2 Vision, Mission & Core Values**

### I.2.1 Vision

Saintgits vision is to be one among the globally renowned educational institutions. We will be known nationally and internationally for:

- High Quality Faculty
- Rigorous Research Culture
- Academic freedom to pursue cutting edge technology applications
- A strong focus on making our youth ready for promising careers.
- A value system with trust and empowerment at all levels

### I.2.2 Mission

The Saintgits mission is to educate and train students for overall leadership in industry, research, and all other spheres of life through career-oriented courses and mentoring programs that:

- Help students develop critical thinking abilities and a problem solving approach
- Emphasize development of confidence with versatility of mind
- Prepare the individual for a lifetime of learning and professional growth

### I.2.3 Core Values

- Integrity: Our actions are always ethical and consistent with our promises and stated intentions. We hold ourselves accountable for our actions and conduct.
- Empowerment: We firmly believe in the innate greatness of each student and we strive to ensure that we empower them to realize the potential.
- Quality: We hold ourselves to the highest standards of academic excellence and ethical conduct. We keep our courses updated with latest advances in knowledge
- Empathy: We treat each other as human beings first. We resolve issues and conflicts within an ethical framework based on compassion
- Taking Ownership: Each of us takes ownership to improve society and the environment, contribute to nation building and enable Saintgits to evolve into one of the best career- focused educational institutions globally.
- Respect: Every individual associated with our organization matters and should be accorded due respect.

## **I.3 Quality Policy**

Achieving Excellence in Technical Education, Research and Consulting through an outcome based education focusing on continuous improvement and innovation by benchmarking against the global best practices.

## **I.4 Statutory and Non- Statutory Bodies**

The following statutory and non- statutory bodies ensure proper management of academic, financial and general administrative affairs:

<b><u>Statutory Boards/Councils/Cell/Committees</u></b>	<b><u>Non-Statutory Boards/Councils/Cell/Committees</u></b>
Governing Body	College Council
Academic Council	Academic Consultative Committee
Board of Studies	Parent Teacher Association
Finance Committee	
Internal Quality Assurance Cell	
Departmental Advisory Board	
Program Assessment Committee	

#### 1.4.1 Governing Body

#### **Constitution of the Governing Body**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Management Representative	Chairman	1
2	Management Representatives	Members	4
3	Principal	Secretary	1
4	Teachers	Members	2
5	Educationist or industrialist	Member	1
6	UGC Nominee	Member	1
7	State Government Nominee	Member	1
8	University Nominee	Member	1

Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year



#### 1.4.2 Academic Council

##### **Constitution of the Academic Council**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Principal	Chairman	1
2	Head of the Departments	Members	All
3	Senior Teachers	Members	4
4	Experts/Academicians from outside the college	Members	4
5	University Nominee	Members	3
6	Faculty Member from college	Secretary	1

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year

#### 1.4.3 Boards of Studies

##### **Constitution of the Boards of Studies**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Head of the Department	Chairman	1
2	All Faculty Members	Members	All
3	Subject experts nominated by Academic Council	Members	2
4	Experts nominated by the University	Member	1
5	Representative from industry/corporate sector/allied area	Member	1
6	Postgraduate Alumnus	Member	1

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year

#### 1.4.4 Finance Committee

##### **Constitution of the Finance Committee**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Principal	Chairman	1
2	Staff nominated by Governing body (Finance officer)	Member	1
3	Finance Officer of the university	Member	1
4	Senior Teacher	Member	1

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year

#### 1.4.5 Internal Quality Assurance Cell

##### **Constitution of the Internal Quality Assurance Cell**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Principal	Chairman	1
2	Senior Teachers	Member	16
3	Senior administrative official	Member	1
4	External Experts representing Industry Professional Associations & Society	Member	3
5	Alumni Representative	Member	1
6	Students Representative	Member	1
7	Coordinator-Professor/ Co coordinators	Member Secretary	2

#### 1.4.6 Departmental Advisory Board

##### **Constitution of the Departmental Advisory Board**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Principal	Chairman	1
2	Head of the Department	Member	1

3	Programme Coordinator	Member	1
4	Management representative	Member	1
5	Senior Faculty from department	Members	2
6	Faculty from sister department	Member	1
7	Alumni Members	Members	2
8	Experts from industry	Members	2
9	Members from Professional bodies	Members	2
10	Parental representatives	Members	2

Meetings: The Departmental Advisory Board shall meet at least once in a year

#### 1.4.7 Program Assessment Committee

##### **Constitution of the Program Assessment Committee**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Head of the Department	Chairman	1
2	Programme Coordinator	Member	1
3	Stream Coordinators	Members	All
4	Faculty Representatives	Members	2

Meetings: The Program Assessment Committee shall meet at least once in every 6 months

#### 1.4.8 College Council

##### **Constitution of the College Council**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Principal	Chairman	1
2	Management Representatives	Members	2
3	Head of the Departments & Physical Education	Members	All

Meetings: The College Council shall meet, as and when required, but preferably once in every 6 months

#### I.4.9 Academic Consultative committee

##### **Constitution of the Academic Consultative committee**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Principal	Chairman	1
2	Management Representative	Member	2
3	Director	Member	1
4	Vice Principal/s	Member	2
5	Deans /Associate Deans	Members	All
6	Head of the Departments	Members	All
7	Controller & Dy Controller of Examinations	Member	2
8	Professor in charge of Planning & Administration	Member	1
9	General Manager (CRMPT)	Member	1
10	Coordinator & Co coordinator of Internal Quality Assurance Cell	Member	2

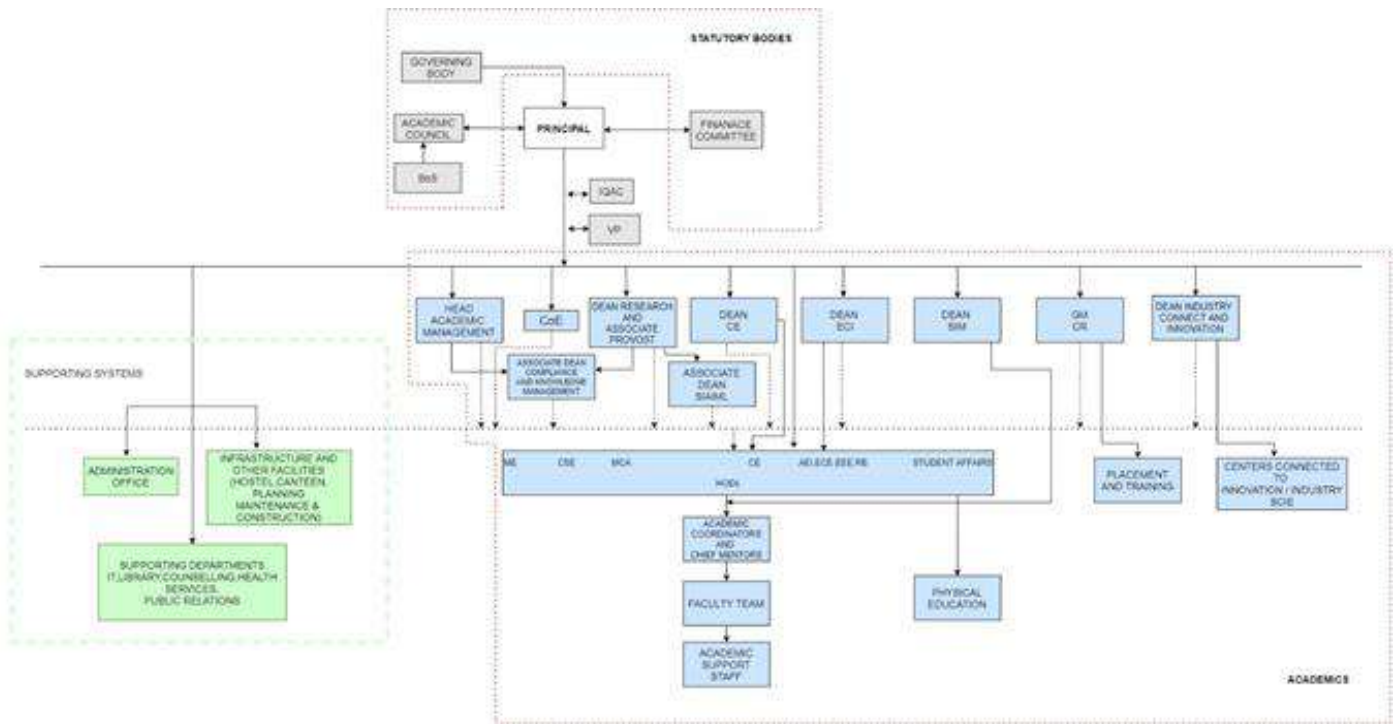
Meetings: The ACC shall meet as and when required preferably once in a week.

#### I.4.10 Parent Teacher Association

##### **Constitution of the Parent Teacher Association**

<b>SI No</b>	<b>Position</b>	<b>Role</b>	<b>No</b>
1	Parent	President	1
2	Working President	Principal	1
3	Parent	Vice President	1
4	Teacher	Secretary	2
5	Non-Teacher parent	Joint Secretary	1
6	Non-Teacher parent	Members	5
7	Teachers	Members	5

## I.5 Organization chart



## **Chapter 2 – Human Resource Policy**

### **2.1 Our human resources philosophy**

We recognize the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:

- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are always encouraged to well-equip themselves for the present job and future development.
- Reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.

### **2.2 Equal Employment Policy**

- It is the policy of SAINTGITS to recruit the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the organization.
- The organization provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, or any other protected status.
- This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.
- The policy is to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the organization.
- All other personnel actions including compensation, benefits, transfers, layoffs, recalls from layoffs, training and education, will be administered without regard to race, color, religion, sex, age, national origin, disability, or any other protected status, in accordance with appropriate law.
- All employees are responsible for maintaining a work atmosphere free from discrimination and unlawful harassment by treating others with dignity and respect.

### **2.3 Work Culture & Environment**

We at SAINTGITS adapt a strong work culture to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of loyalty towards it.

The organization offers a positive ambience to the employees for them to focus on their work and follow the organizations rules and regulations. To create a healthy work culture:

- An employee must be cordial with each other
- Each employee should be treated as one
- Encourage discussions at the workplace
- Promote team building activities to bind the employees together

We at SAINTGITS indulge in various fun filled activities to bring together employees and their diversified culture in building strong teams. The activities which help each other understand their view point and nature in analyzing various situations.

## **2.4 Human resources Planning**

Recruitment and selection process is coordinated by the HR department. Before initiating the recruitment section procedure, an intensive manpower planning is done to ensure that college

- Acquires and retains the optimum number of employees with the required skills, expertise and competence.
- Assist in optimum resources allocation so that potential manpower surplus or shortage can be anticipated and alleviated as much as possible.

Recruitment is carried in accordance with the basis of operational needs and approved manpower plan.

## **2.5 Classification of Teaching staff, Technical support staff & Non- Teaching Staff**

Employees are further classified into the different categories based on nature of appointment and roles.

### 2.5.1 Classification based on nature of employment.

2.5.1.1 Regular: Regular Employee is one who is employed against a regular post.

2.5.1.2 Probationer: Probationer is an employee who is provisionally employed on a regular post and is required to complete the probationary period to the satisfaction of the management before regularization of his/her appointment.

2.5.1.3 Part Time & Adjunct: Part-time employee means a person who is engaged for work for less than normal working hours. Part-time/Adjunct employees are ordinarily not entitled to the benefits provided to fulltime employees. They are allowed such benefits provided as are specifically determined by the management.

2.5.1.4 Fixed Term Employment (Contract) : The tenure of employment of an employee on contract is for a specified period of time and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his/her employment after expiry of the specified period.

### 2.5.2 Classification based on Role of employment.

#### 2.5.2.1 Teaching Staff

- **Core Faculty:** The employee appointed by the organization on regular basis for teaching one or more course papers with a teaching work load of minimum 12- 16 hours per week. They are the ones who are also given added responsibilities to ensure the growth of self, students and the organization as a whole. The employee is initially appointed on a probation period which may be upto 24 months.
- **Visiting Faculty:** The employee appointed by the organization on part time basis for teaching. He/ she is also responsible of contributing towards the activities related to their subjects and academic administration like, setting up of question papers and answer sheet checked, uploading the attendance, etc. (as and when required by the management). They are appointed for a semester at a fixed pay per hour. The existing Visiting faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the management for the same. They are not entitled to any benefits of a regular employee in the organizations.
- **Adjunct Faculty:** The employee appointed by the organization on part time basis as a Retainer for teaching for the assigned course and teaching work load as per the statutory regulations. The employees should ensure and abide by the rules and regulations stated by the management for them.

2.5.2.1.1 Teaching Staff designations: Teaching staff designations can be in the levels of Professors, Associate Professors, Assistant professors, Faculty Research Associates and Librarian

2.5.2.2 Technical Support Staff: Technical support staff includes workshop and laboratory staff and they are designated as

Workshop staff	IT staff	Graduate Associate staff
Trade Instructor/ Lab Instructor Tradesman/ Laboratory Assistant Lab Instructor	System Administrator System Engineer Facilities Technician IT-Technician	Technical Associate Graduate Associate

2.5.2.3 Administrative staff: Administrative staff are supporting staff and will be assigned the responsibilities at main office and different units of the college. They are designated as follows:

<b>Administrative staff</b>	<b>Project office staff</b>	<b>Library staff</b>	<b>Hostel staff</b>
Managers/ Dy managers/ executives (administration/ HR/ Finance/ Accounts)	Manager- buildings & project Purchase manager Project engineer Supervisor Civil supervisor	Dy / Assistant librarian <b>General Staff</b> Nursing Assistant	Food & Resident officer Resident warden
Admission officer Finance Officer			



Public Relation Officer	Liaison executive		
Facilities – Manager/ Asst Manager /Executive	Office assistant		
Front Office Executive	Electrician		
Office assistant	Plumber		
	Landscape assistant & Gardner		

## 2.6 Appointing Authority

The Secretary of the Governing Board of Mar Gregorios Educational Society shall be the appointing authority for the post of regular and fulltime employees. The Principal is authorized to appoint temporary, contract and guest/ adjunct staff members for a short period of upto five months and such appointments need to be ratified by the secretary of the Board.

## 2.7 Qualification, experience and pay

The qualification, experience and pay for the various positions are in line with statutory norms.

## 2.8 Recruitment and Selection

Our purpose of recruitment is to acquire the optimum number of high quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates. In order to have a wide pool for consideration, college uses different recruitment sources like advertisements in newspapers, website and social media, Employee referral, direct applications, references from HR consultants etc.

### 2.8.1 General Criteria Governing Recruitment

For any post other than Assistant Professors, Associate Professors and Professors, the person recruited should not be above 56 years. The age may be waived in case of Contract Employees.

- The minimum age for recruitment is 18 years. SAINTGITS does not permit child labour in any of its establishments nor does it encourage child labour in any of its institutions.
- SAINTGITS reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health and high standard of integrity

### 2.8.2 Shortlisting

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position. Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interaction sent thereafter.

### 2.8.3 The Assessment and Interview

The shortlisted candidates will be called for an interaction and or skill test which may feel necessary by SAINTGITS. The interview panel will comprise of the appointing authority or such nominated persons and subject specialists. A selection committee of different compositions to shortlist and interaction with the prospective candidates for the vacant positions at all levels is constituted. If the number of shortlisted candidates is at higher side, a preliminary level of interview may be conducted by Dean/ HoD with the help of a subject expert to shortlist the candidates. Our experts keep in mind various aspects in short listing the appropriate candidate

- Academic Qualifications,
- Work Experience,
- Job knowledge and technical know- how.

The minutes of the interaction will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

### 2.8.4 Appointment Order

An appointment letter duly signed by the Appointing Authority is issued to the selected candidate. The Appointment letter shall contain: 1) The designation of the job 2). Major responsibilities 3) The salary 4. The reporting authority 4. Last date of joining 5) The notice period for resignation. The copy of Appointment should be signed by the employee as a sign of acceptance.

### 2.8.5. Joining Report

On joining, the candidate should give the joining report duly filled and signed before the Principal, Saintgits College of Engineering. If the candidate joins at the department, especially in case of part time, contract, guest/ visiting faculty, the joining report should be accepted and countersigned by the person in-charge and forwarded to the HR department. The selected candidate with experience has to bring the relieving order from the previous organization before joining duty.

### 2.8.6. Personal File

A personnel file shall be opened for all employees of SAINTGITS by HR department. The personnel file shall contain the following:

1. Bio-data
2. Certificates of birth, education and experience
3. Written comments of reference, if any
4. Appointment letter / Contract letter with signature for acceptance
5. Joining Report
6. Personal details of employees like permanent/ current address/PAN/ Bank Account/blood group
7. Relieving letter or experience certificate from the previous employer or last employer
8. Experience certificate from the previous employers for all experiences claimed/ considered
9. Letters of annual salary revisions
10. Certificates of higher qualifications acquired while working at SAINTGITS
11. Certificates for any commendable achievements like Funded Research, Post-Doctoral fellowship, if any
12. Letters of promotion and additional responsibility
13. Request for long term leaves (3 months and above) and sanctioning order; letter of removal and rejoining report, if any
14. Appreciation letters issued by Secretary of Society/ Director or Principal, if any
15. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc.
16. Any other personal memos
17. Resignation / Contract termination letter
18. No Claim / due Certificate
19. Any other information deemed appropriate by SAINTGITS

A service book shall be maintained in respect of each employee of the college where all his/her service particulars shall be recorded under the signature of the principal.

## **2.9 Induction, Training & Development of Staff**

### 2.9.1 Induction to Staff

All newly joined employees shall upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics of the college. The methodology would be that of guided interaction with the various sections in the staff, especially the reporting officer. The HR department will co-ordinate the Induction Process. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Programme, on a need basis. A formal training also will be offered and put in place for induction process.

The following are the major issues addressed during the Induction programme

- Dissemination of Vision, Mission and Values of SAINTGITS
- Provide access for the new employee to read the policy documents such as Administrative manual, HR Manual, Students Handbook, policies etc.

- Review the job description with the employee
- Orientation on Performance Management System
- Clarification on reporting relationships with respect to superiors and peers

### 2.9.2. Establishment

All staff members are eligible for workspace with basic furniture like office table, and chair. They shall be provided with internet connection, free of cost. Staff are required to be judicious while using the consumables. Official resources cannot be used for personal purpose.

### 2.9.3. Identity Cards

Every staff member shall be issued ID cards immediately upon date of joining. All staff members have to wear the ID cards compulsorily while on duty. Identity card is the property of SAINTGITS and the staff must return it on demand.

### 2.9.4: Buddy system

SAINTGITS follow a buddy system, where newly recruited staff members will be handhold by a senior staff for a period of six months. This is mainly for making a comfort zone for new entrants till he/ she accustoms with rules and regulations of SAINTGITS.

### 2.9.5 Probation and Confirmation

- All new staff will initially be on a probation period upto 24 months depending upon the qualifications/ experience of the selected candidate. The HR department in consultation with the concerned HOD/ Reporting Officer will conduct a performance review and based on his/ her performance the HR department decide on the confirmation of the probationer or extension of probation or discontinuation of the service of probationer.
- In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the staff member. If, however after this period the staff member's performance is still not considered satisfactory, then his/her employment will stand terminated.
- Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion by providing a one-month notice period or salary in lieu of notice period.
- Staff has the right to leave the organization during probation period by giving one-month notice or compensation in lieu of notice period. The notice period for a confirmed employee will be three months.

### 2.9.6 Training & Development

Staff need to develop their skills and update their knowledge and SAINTGITS encourages its staff members to attend conferences, workshops and faculty/ staff development programmes. It is expected that a faculty member, irrespective of cadre, attend at least one training programme in a year.

Non-teaching staff will be assigned to different training on requirement basis

### 2.9.7 Transfer

All employees are liable for the transfer/deputation from one until to another of the 'SAINTGITS Group of Institutions at the sole discretion of the management. All employees are liable for being shifted from one discipline/function, department, section, branch, etc., to another of the 'SAINTGITS Group of Institutions, provided that such transfer does not adversely affect the nature of duties as per terms of appointment and the salary of the individual concerned except in case of transfer requested by an employee for his personal reasons and granted by the Management. In the event of refusal to accept a transfer/deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his service. The management may grant special scale or allowance on transfer/deputation depending on the merit of the case.

## **2.10 Salary / Welfare Measures/Allowances /Terminal Benefit**

### 2.10.1 Salary

#### 2.10.1.1 Basic Pay

SAINTGITS shall pay adequate wages to its employees as per prevailing norms of AICTE/ UGC/ State Government.

- The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 1<sup>st</sup> working day of the following month.
- Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time and deductions like loan repayment, hostel payment, bus charges etc.
- Temporary / contract employees shall receive their monthly remuneration as per the terms and conditions of their appointment.

#### 2.10.1.2 Allowances & Perquisites

All employees of SAINTGITS will be provided with allowances like Dearness and service based allowances. The perquisites include

2.10.1.2.1 Provident Fund: SAINTGITS is committed to comply with statutory provisions of Provident Fund to all applicable employees as per the provisions of the PF Act.

2.10.1.2.2 Gratuity: SAINTGITS is committed to comply with statutory provisions of Gratuity to all applicable employees as per the provisions of the Gratuity Act.

2.10.1.2.3 Employees State Insurance Scheme: SAINTGITS is committed to comply with statutory provisions of ESI Act.

2.10.1.2.4 Welfare Fund: SAINTGITS has formed a welfare fund, as an optional scheme for the benefits of its employees where deduction at the rate of 3% will be made from the salary (excluding all allowances) of such employees along with equal contribution of the organization. The cumulative amount along with accumulated interest at the rate of 5% per annum on yearly rest can be claimed by employee at the time of retirement/ resignation. An employee is free to withdraw, upto 50% of the available fund excluding interest from the welfare fund once in two years.

2.10.1.2.5 Medical Insurance: All permanent employees of SAINTGITS are covered under a medical insurance policy where the premium for the insurance is paid by the Employer.

#### 2.10.2. Wage Fixation

- Faculty: The Management shall respect the practice of Grades and varying Scales for regular staff on service except for those who are employed after retirement elsewhere or those who are appointed on Consolidated Salary for specific reason. As a matter of principle, the faculty with prescribed qualification are governed by the AICTE/UGC Scales and Academic Grade Pay. The Dearness Allowance and other allowances are fixed periodically by the Management as per the policy adopted by it.
- Non-Teaching Staff: Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and other allowances are also granted to them.
- Re-employment of Retired Hands: Retired hands are appointed on consolidated salary based on their Qualification, Experience and Grade on which they are appointed. The Grades, Scales and periodic revision of Dearness Allowance must be approved by the Management.

2.10.3 Increment Policy: In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on merit. Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. In the case the employee is on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be given after the end of every year at the discretion of management, while on probation/confirmation/contract, provided his work and conduct are satisfactory. Special increment may be granted to an employee in exceptional cases or for outstanding work during the services. The annual increment may be withheld as a disciplinary measure if an adverse report is received

against the employee and it is decided by the management after necessary enquiry. The period for which the increment should be withheld will be decided by the management who are competent to give the punishment. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In the case of cumulative effect, employee will not be entitled to get increment so withheld for the specified number of years. In the case of increment withheld for a particular period with cumulative effect, he will be entitled to get increment immediately after completion of the particular period. The Annual increment may be withheld by the management in the case of unforeseen situations which may result in financial stringency. When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post. The increment date will be postponed in proportion to the number of days he is on leave on loss of pay. An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increment will be regulated from 01st July of every year.

In the case the employee is on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be given after the end of every year at the discretion of management, while on probation/confirmation/contract, provided his work and conduct are satisfactory.

**2.10.4 Salary Advance:** SAINTGITS discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval by Management.

**2.10.5 Loan from Employer:** An employee may avail of a loan as and when the Management deems it fit to grant the same. It is a facility extended to the administrative/ supporting staff employee and it is not a right vested in the employee to demand it. The maximum amount of loan is limited to one-month net salary which needs to be repaid in six equal installments, starting from succeeding month of availing leave.

## **2.11 Performance Management System (PMS) And Promotion**

SAINTGITS considers it very important to assess the performance of each employee against planned results so that it can recognize / appreciate/reward deserving employees, make efforts to bring under-performers to satisfactory levels of result achievements and replace non-performers. The SAINTGITS Performance Management System (PMS) comprises of performance planning, feedback & counselling system, assessment, recognition and capacity enhancement mechanisms. Performance assessment shall be against set performance objectives and value based behavior in job management. It is the policy of SAINTGITS to encourage its staff to develop their skills and potential.

### 2.11.1. Promotions

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will change. The organisation will always consider the AICTE rules and regulations in this matter. SAINTGITS follows a certain criteria for determining the promotion, which include

- Availability of openings

- Requisite qualification and experience, Job knowledge, Skill requirements and competencies for the job
- Performance history of past 3-5 years
- Demonstrated leadership qualities and teamwork
- Value-based job related behavior in the past
- Integrity & Commitment of the employee

Promotion is not automatic and cannot be claimed by an employee as a matter of right. The promotion committee will be constituted and it will meet as and when required. Based on the recommendations, the final decision will be taken by the Management.

Promoted employees will be given a higher level of salary - Grade/Scale- appropriate to the increased responsibilities but it necessarily does not need to be the same drawn by the person previously occupying the post. Vacancies might be filled with internally and/or externally qualified candidates. Internal candidates can compete with external candidates.

In case a sudden vacancy at a higher level needs to be filled immediately with an internal candidate from a lower level, he/she may be given an 'acting' responsibility by the Management till normal recruitment to the position can be held.

Filling up of any posts consequent to retirement, resignation, termination, cessation of employment, transfer, demotion, promotion etc. of permanent incumbent shall not be automatic and will be done at the discretion of the Management. Creation of new or additional posts in any salary rate or abolition of existing posts in any salary rate will be done at the discretion of the Management on the basis of need analysis and financial capability.

None of the above prescriptions and restrictions hold good for contract staff whose service is bound solely by the terms in the appointment order.

## **2.12: Duties & Responsibilities**

Duties & Responsibilities are explained in Chapter 3

## **2.13 Discipline and Code of Conduct**

### 2.13.1 Office Time

- The usual office timings are from 9 A.M. IST to 5 P.M. IST with half an hour lunch break. Lunch break of teaching staff to be availed such a way that faculty- students interaction is possible during student's lunch break.
- Any change in the Class and Office timings shall be notified to the respective staff.
- All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- All staff shall sign the attendance register and swipe their finger prints at the biometric reader, both in the morning before 9.00 A.M. and afternoon after 5 P.M. respectively. Late comers must mark the time of arrival in the late attendance register while signing in to the college. At the end of the



month, HR Administrator or any other authorized person is to adjust late arrival adequately to casual leave.

- Late Attendance with Permission: Normally permission for coming late is granted only for one hour. The request for permission needs to be granted from reporting officer on the previous day itself. In these cases, while closing the attendance, office will mark "P" against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance. The individual will also indicate whether prior permission has been obtained from the Principal/ Reporting officer. However, the veracity will be verified by the office. The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given.
- Late Attendance without Permission: The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register till 9.30 A.M. Reporting thirty minutes later than the scheduled time will be treated as leave for half-a-day.
- Regulations for late Attendance:
  - Three days late attendance with permission per month will result in half-a-day leave
  - Three days late attendance without permission per month will result in one day leave
  - If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.
- In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in full spirit and dedication.
- It is the responsibility of each employee to ensure that his /her attendance sheets are marked up to date/complete, all due reports for the month have been submitted and leave records, if any for the month, are also up to date to facilitate preparation and payment of their monthly salary in time.
- A staff member shall not leave the work place earlier than the prescribed working hours. If, for any unavoidable reason, one has to leave the work place earlier, then prior written should be obtained from the Principal/ Reporting Officer and an entry in the movement register has to be made before leaving the work place.

### 2.13.2 Staff Duties and Expectations (dos and don'ts)

- Every staff of SAINTGITS shall maintain decorum befitting the status of a Professional education centre.
- All employees shall study and imbibe the vision, mission and objectives of the college and be conversant with its stated strategies and as such take all steps to protect the interests of the organisation.
- SAINTGITS policies, rules and regulations must be adhered to by all the staff members. Non-adherence to the norms of the institute shall invite disciplinary action against the employee. Staff are not allowed to criticize policy in a public forum or with colleagues and with students.
- They shall discharge their duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of the staff of SAINTGITS. They shall also conduct themselves with discipline, respect to lawful authorities and with courtesy and kindness to all.

- All employees must devote working hours solely for the service of SAINTGITS.
- Premises shall be kept neat and clean.
- Any employee who needs to work in the office during holidays should get the permission of his/her Supervisor/HOD/Controlling Officer. The same shall be recorded in the Late Hour/Holiday Work Register duly authenticated by the designated representative as appointment by the Management.
- All office equipment is to be used carefully and as per need. Movement of electronic equipment/sound system/ camera etc. must be recorded in the concerned Inventory Movement register.
- Staffs are required to set high standards in energy saving.
- Staff shall also co-operate in ensuring security to office premises. No employee is allowed to remove / take away any official material from the office without permission of the officer who is responsible for the Custody of the material.
- No employee shall disrupt the work of fellow employees.
- Every employee is required to notify to reporting officer and HR a writing any change in address or telephone number within 48 hours of such a change for personnel records updation.
- Every staff is obliged to live up to the confidence bestowed on him/her and shall not directly or indirectly divulge matters related to projects / programmes of SAINTGITS and such details that has come to his/her possession in the discharge of his/her duty to outside agency or institution. Staff shall not disclose or publish documents or information regarding the organisation in his/her possession or such other matter which are the property of the organisation.
- Staff shall neither take up assignment/ employment - concurrent or part time with other organisations/ engage in trade nor shall a staff accept honorarium or fees for any service rendered to another organisation or individuals. The Staff is not permitted to conduct the business of other organisations or carry out their interests without the explicit permission of Management of SAINTGITS
- Staff shall obtain permission from the Management for participating in programs in visual media or giving interviews to print and/or digital media. In the event, when an employee is authorised by Management as a spokesperson to represent the organisation to the media, reasonable measures must be taken to ensure the accuracy of any information related to SAINTGITS in all material respects before it is disclosed. Media inquiries must be treated with due care.
- Principal, Vice Principals, Deans, HoDs, and controlling officers leaving organization for one day or more and or leaving station needs to inform the leave to reporting officer to hand over the charge to next senior person in mail.
- All staff members shall desist from soliciting favours, gifts, rewards in any kind from the partners and stakeholders including students and parents of the organisation. Nor shall they raise funds through donations internally or externally for any purpose whatsoever without the permission of Management.
- No staff shall directly or indirectly participate in such activities which are against the sovereignty and integrity of the Nation or join in any anti-national organisations. Nor shall any staff associate with organisations that profess values contrary to those of SAINTGITS.

- No staff member is allowed invite any guest for official purpose to the college without prior permission of the Head of the institution. Personal guests, if any, should not be taken to the class rooms, office, labs and library of the college without the permission of Head of the institution.
- No staff shall take leadership responsibility of any organization in nature including service organisations without the permission of Management of SAINTGITS.
- No staff is authorized to represent the institution without prior permission of the Principal/ management.
- No employee shall organize or participate in any demonstration on the property of the SAINTGITS, which is prejudicial to the interest of the SAINTGITS or public order, decency or morality or which involve defamation, contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
- Employee shall not possess or be under the influence of intoxicating drink/drug while on duty. Smoking is not allowed in campus, hostels and near the campus
- An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the SAINTGITS premises forthwith unless required to stay back by the management. Such employees shall not enter the SAINTGITS premises without permission.
- No employee shall: -
  - Propagate/indulge in communal or sectarian activity.
  - Discriminate against person on the grounds of cast, creed, language, etc.,
  - Indulge in or encourage any form of malpractice.
  - Accept private tuition.

## **2.14 Leave Policy**

SAINTGITS believe that all the employees of the 'Mar Gregorios Educational Society' are part of ONE FAMILY and for their personal emergencies and welfare the following leave policy is adopted.

Leave is to be treated not as a right, but as a privilege to be availed with restraint. Leave planning is to be done with prior approval of the superiors concerned so that smooth working of our organization is always ensured. When the exigencies of service require so, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. All employees are expected to be present at all departmental/ Institutional Programs and Staff Meetings. They are expected to apply for leave sufficiently early and can avail leave only after ensuring smooth and uninterrupted workflow by proper arrangement of substitute. All leaves are to be reckoned with respect to each financial year viz. April to March

Confirmed employees are eligible for casual leave, medical leave, privilege leave and maternity leave, the details of which are given below. Probationers are eligible for only casual leave. Trainees are eligible for only ten casual leave in a year. Employees appointed on contract basis will be eligible for casual leave applicable for confirmed employees.

### General Conditions

- It is the responsibility of the staff Member availing any type of leave to ensure that a working arrangement with another staff is made and submitted to respective HOD/ Reporting officer beforehand so that academic and administrative work of the college are not affected.
- The HoD/ Reporting officer has the right to NOT to recommend the leave and recommend LoP if proper arrangements are not made.
- Casual leave is granted on the basis of accounting year that is from 1<sup>st</sup> April to 31<sup>st</sup> March of next year, otherwise mentioned separately.
- If Sundays and holidays, are falling between two leaves other than casual leave, such holiday/s also will be treated as leaves.
- 

The ready reckoner of usual leaves are follows:

Sl. No	Type of Leave	Eligibility of Employees	Teaching Staff	Technical Staff	Administrative Staff	Supporting Staff
1	Casual Leave	All	12 days	12 days	16 days	16
2	Privilege Leave	Only from 1 <sup>st</sup> April after 1 year of Confirmation	9 days	9 days	9 days	No
3	Medical Leave	Only Confirmed	3 days	3 days	3 days	3 days
4	Summer Vacation Leave	After 6 months of Joining	4 weeks	4 weeks	NA	NA
5	Onam Vacation Leave	All	1 week	1 week	4 days	4 days
6	Christmas Vacation Leave	All	1 week	1 week	4 days	4 days

#### 2.14.1 Casual Leave

- Employees other than administrative staff are eligible for 12 casual leave in a year.
- Administrative staff are eligible for 16 days of casual leave in a year.
- Casual leave cannot exceed three consecutive days at a stretch and can be prefixed or suffixed with Medical leave.
- Casual leaves can be availed in half days also.
- Casual leave can be combined with Sundays or other declared holidays but such continuous periods of absence shall not in any case extend to more than five days at a stretch.
- The maximum period of casual leave fixed shall not in any way indicate entitlement to avail of the same in full as a routine matter. The entitlement of casual leave will be proportionate to the completed months of service during a year.

#### 2.14.2 Privilege Leave

- All confirmed employees who have completed one year of service after confirmation are entitled to privilege leave. The eligibility for privilege leave will commence from the succeeding month of April.
- The employee will be eligible for one privilege leave for every twenty days of worked days in the previous year with maximum number of privilege leave allowed in a year will be nine days.
- Unused privilege leave, maximum of three days per year can be accumulated and carry forward for succeeding three years;
- Privilege leave, including accumulated privilege leaves can be taken for not more than 15 days in a year.
- Privilege leave can be claimed and availed only on a full day basis.
- Privilege leave can be prefixed or suffixed with holidays and Medical Leave; however intervening holidays, if any are also counted as privilege leaves

#### 2.14.3 Medical Leave

- Confirmed employees are eligible for three days' medical leave without a certificate. The eligibility of Medical Leave will commence from the succeeding month of April after the employee is confirmed.
- Medical leave can be suffixed and or prefixed with casual leave, privilege leave holiday/s; However, intervening holidays, if any are also counted as leave period.
- Medical leave for prolonged illness/major surgery shall be considered on a case by case basis at the discretion of the management only after exhausting all types of leave including vacation leave. Such leave applications are to be routed through proper channel

#### 2.14.4 Special Casual Leave for Research

- Faculty Members who are in confirmed service and registered for Ph.D and Post-Doctoral work are eligible for 12 days per year special casual leave to ensure progress in their doctoral work, co-ordination with guide and such connected academic assignments. This Special leave will be available only within a period of 3 calendar years (2 years for post-doctoral) from the date of registration/ confirmation of registration subject to a maximum of 30 days. (20 days for post-doctoral). The submission of the registration document with the HR department is a pre-condition for sanction of such leave by the Management. Those availing research leave are bound to continue their service to the Institution for not less than one year from the date of awarding PhD/ Post-doctoral certification by the concerned University/ Institution, failing which one-month salary will have to be repaid. Those who are leaving service after availing research leave, are also liable to pay one-month salary.
- Special casual leave for Research can be availed with a minimum duration of two days and only be clubbed with casual leave and privilege leave but not with any other leaves.

### 2.14.5 Vacation Leave

In addition to the above, the teaching staff and the technical support staff are eligible for vacation. Faculty and technical staff members who have put in one year of service are eligible for six weeks vacation per year of which one week will be in the form of Onam holidays and one week in the form of X'mas holidays. Four weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be changed and reduced if required. The College has the right to prevent any staff member from availing a portion or whole of the vacation without any compensation if his / her services are considered essential during that period

- Vacation Period, other than Christmas and Onam holidays is granted for four weeks during an academic year to the members (teaching & Technical support staff) who have attended to their academic duties for one year as on 31<sup>st</sup> March in the preceding year. Staff who have completed nine months, but less than one year as on 31<sup>st</sup> March is eligible for only three weeks of vacation whereas staff who have completed six months, but less than 9 months as on 31<sup>st</sup> March is eligible for only two weeks vacation.
- Faculty who are on loss of pay or study leave with more than 6 months will not be eligible for vacation for that year.
- Even if Vacation is granted, the Faculty/Staff Member is bound to attend to any duties assigned by the Head of the Institution.
- The Vacation period is granted as slots and Faculty Members are entitled to avail the vacation during the earmarked slots only.
- Days on Loss of Pay leave if any which falls in the vacation period of the academic year will not be treated as loss of pay. However, this policy is not applicable for those Faculty Members who are in Loss of Pay Leave for longer periods, higher studies etc.
- The Faculty Members who avail Maternity Leave which falls along with the Vacation period of the academic year will not be eligible to avail any compensatory vacation leave.

### 2.14.6 Maternity Leave

- All confirmed employees can apply for maternity leave on full pay for 12 weeks totally viz. with a minimum period of two weeks or maximum period of six weeks immediately preceding the delivery and including the day of delivery and a further period of six weeks or maximum period of ten weeks immediately following delivery.
- Maternity leave with pay is permissible only for those who have completed one year of continuous service in SAINTGITS with confirmation. Those who do not complete one year of continuous service have to avail Maternity Leave as Loss of pay Leave. This condition is applicable for all the staff members having break of service after confirmation.

- Maternity leave will be granted only on a prior written request by an employee duly supported by a certificate from the attending doctor and the eligibility will be only for two times in their service at SAINTGITS
- Maternity leave can only be clubbed with privilege leave not with any other leaves.

#### 2.14.7 Study Leave

- Study leave, with loss of pay, may be granted after a minimum of one year of continuous service, to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College organization and methods of education. The maximum period of study leave can be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. They are bound to fulfill the conditions specified by the Management while sanctioning the Study Leave.
- Faculty who intend to go on study leave have to give at least three months' notice and plan the commencement of such leave with the approval of their HOD, so that academic program is not disrupted midway in a semester.

#### 2.14.8 Sabbatical Leave

- Full time faculty of the College who have completed eight years of continuous service as Assistant Professors/Associate Professor/Professor, may be granted sabbatical leave to undertake research or other academic pursuit such as writing of books, solely for the object of increasing their proficiency and usefulness to the College and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty. The Sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty return from previous study leave or any other kind of training program involving duration of more than 4 months. The program to be undertaken during sabbatical leave shall be submitted to the management for approval along with the application for grant of leave sufficiently early and will be granted at the discretion of the management.

#### 2.14.9. Special Leave:

Special leave is granted at the discretion of Management for meeting special occasions or incidents like marriage, medical reasons, death at family etc. This types of leaves usually sanctioned for non-confirmed employees, since they do not enjoy leaves applicable for confirmed employees.

#### 2.14.10 On Duty Leave

Duty leaves are for employees who are deputed for working outside SAINTGITS. Such employees need not report at SAINTGITS during the allotted days. Duty leave shall be taken in a planned way that will not

disturb the academic program. Prior sanction from HOD is mandatory. Leave submission is to be done with supporting documents only and leave approval will be done on the basis of the certificate attached. During an academic day, more than 20% of staff are not allowed to claim duty leave. Duty leaves can be for:

Duty leave for Institutional Activities: Staff are eligible for availing duty leave for undertaking official activities like representing colleges for official meetings, visiting organizations etc. These responsibilities are assigned by Head of the institution and no attendance report is required to submit a proof. Such leaves will be counted as worked day for the computation of privilege leave.

Duty leave for remunerative work: Faculty members are permitted to go on Other Duty (work not directly related to the functioning of the college) for a period of 15 days in an academic year in connection with academic work related to University / and other bodies such as AC/ BoS meetings, Valuation of answer scripts, Conduct of viva voce & Practical Examinations, Invigilation etc. Prior written permission from the Principal / head of the Institution has to be obtained before proceeding on Duty leave. Such leaves will not be counted worked day for the computation of privilege leave.

#### 2.14.11 Loss of Pay Leave

Loss of Pay leave, will be sanctioned only by the Management based on the recommendation of HoD/ controlling officer and Head of the institution on individual basis after considering the merits of each requirement. Those availing Loss of Pay can rejoin only if vacancy is available at the time of rejoining.

### **2.15 Misconduct & Corrective actions**

#### 2.15.1 Misconduct

Infringement of any of the conduct rules shall entail disciplinary action for misconduct. Without prejudice to the general meaning of the term MISCONDUCT, the following acts of omission shall be treated as “misconduct”, in respect of an employee.

- Willful in-subordination or disobedience of any lawful and reasonable order of his official superiors.
- Commission of any act subversive or good behavior, dishonesty, fraud, impersonation.
- Participation in any strike/demonstration, gherao and or any other kind of agitation of abetting and inciting such agitation activities.
- Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business/the property of the SAINTGITS.
- Willful damage to the property or loss property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of the SAINTGITS.
- Accepting or offering bribes or any illegal gratification.
- Indiscipline which includes:
  - Absence without leave or absence without leave for more than seven consecutive days



- Late attendance or habitually leaving work before time or abandonment of place of duty.
- Breach of rule or office order of the SAINTGITS.
- Negligence or neglect of work.
- Drunkenness or disorderly behavior in the SAINTGITS premises and public places, affecting the reputation of the SAINTGITS.
- Accepting service for any consideration in any other SAINTGITS/establishment/institution or under any person without the approval of the management.
- Sleeping while on duty.
- Distribution or exhibiting inside the SAINTGITS premises hand-bills, pamphlets or posters without written prior to the management.
- Attending or holding any unauthorized meeting within the SAINTGITS premises.
- Unauthorized disclosure of information about the business or affairs of the SAINTGITS.
- Gambling within the SAINTGITS premises.
- Making false statement on matters germane to his employment in the SAINTGITS or willful suppression of facts at the time of employment or during the course of service in the SAINTGITS
- Conviction in a criminal court
- Attempting or causing bodily injury or intimidation to any employee/officer of the SAINTGITS in the SAINTGITS premises or in the course of his discharging official duties for the SAINTGITS.
- Refusal to accept a memo or charge sheet or any other communication issued by Disciplinary/Inquiry Authority or Superior
- Use of foul or abusive language to misbehave with any officer or employee or visitors within the SAINTGITS premises or in the course of his discharging official duties for the SAINTGITS.
- Carrying on money lending or any other private business within the premises of the SAINTGITS.
- Participation in any movement prejudicial to the interests of the SAINTGITS.
- Habitual indebtedness or insolvency.
- Abetment of or attempt at abetment of any act which amounts to misconduct.
- Misusing or mishandling any machine, apparatus or equipment.
- Using SAINTGITS facilities unauthorised for personal gains.
- Not allowing SAINTGITS employees/officers/superiors either to enter or come out of the premises of the establishment or preventing ingress or egress of the materials or machines of the SAINTGITS.
- Arrest/detention in connection with an act of moral turpitude or any other offence under law of the land.
- Forging the signature of another employee.
- Tampering with any of the records of the SAINTGITS.

- Slowdown in performance of work or intending to slow down or adopting work to rule practices.
- Acts of immorality in the premises of SAINTGITS.
- Unauthorized occupation/illegal or immoral use of SAINTGITS quarters/premises/rooms.
- Not wearing an Identity Card while on duty.
- Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the management.
- Organizing or attending any meetings during the working hours, which are not official and authorized.
- Spreading messages detrimental to institution/ employer to any stakeholders and public thru any medium including social media
- An employee found in unauthorized possession of any goods, equipment's, implements, article, materials, etc., which are in use in the SAINTGITS or kept in stock in the SAINTGITS and are not normally carried on the person will be deemed to have got into possession of such goods etc., and such unauthorized possession may attract disciplinary action as well other action as deemed fit by the management.
- Violation of any service rules/instructions by the appropriate authority.

Note: The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct will come under purview of the term “misconduct”.

### 2.15.2. Harassment

SAINTGITS is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honour of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

2.15.2.1 Sexual Harassment: Sexual harassment in work place will be considered with all seriousness that it deserves and SAINTGITS is committed to the Constitutional rights against sexual harassment includes such annoying sexually determined behaviour whether directly or by implication like

- a. Physical contact and advances
- b. A demand or request for sexual favours
- c. Sexually coloured remarks
- d. Showing pornography
- e. Harassment through internet systems - email, chatting, forwarding obscene material, telephone messages/SMS and calls

All such acts will come under the purview of disciplinary action of the Management in so far it affects the working environment or infringes the honour of the employee or disturbs the peace of mind of an employee. It shall be the duty of the Management to prevent or deter the acts of sexual harassment

and to provide the procedure for the resolution, settlement or prosecution for acts of sexual harassment by taking all steps required. If anyone is found guilty of the above act, the same will be taken into account and disciplinary action be initiated on the offender as per rules. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Management shall initiate appropriate action in accordance with the law by making a complaint with the appropriate authority.

### 2.15.3 Grievance Procedure

A Grievance Redressal Committee is set up to address the grievances of the employees. The Grievance Redressal Committee will consist of at least three staff with representation from both genders. The Chairperson of the Committee will be appointed by the Principal

- Any employee who feels that he/she is unjustly treated in the discharge of his/her duties either by any superior or by a colleague or by a subordinate may submit such grievance in writing to the Chairperson of the Redressal Committee. Such grievance shall be duly considered by the Grievance Redressal Committee.
- The first step in grievance redressal shall be a verbal report by the grieved employee to his /her immediate superior who should listen to the employee, collect the relevant facts and try to settle the grievance. He/ she should also seek a verbal explanation from the person against whom the complaint is directed. Thereafter, he/she should in all cases submit a report in writing, particularly when the alleged grievance is not settled to the grievance redressal committee. The same is forwarded to the Management. Further, o If the employee who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Management for redressal.

### 2.15.4: Consequence of Misconduct

Depending on the gravity of offence, penal actions such as below can be initiated against an employee.

- Verbal Warning: For a minor offence, a verbal warning will be issued in a formal meeting between the employee, the HOD, Principal or the Management. The record of the warning is prepared and retained on the personnel file of the employee
- Written Warning (Memo): If the administration has sufficient grounds to believe that verbal warnings are not heeded or if the administration is satisfied that prima facie the employee is guilty of serious misconduct the Management or at his direction the Principal is to issue written warning specifying charges and asking the employee to show cause why disciplinary action may not be initiated against the employee.
- Withhold the Increment/s : The Management has the right to withheld annual increment's for one year or more years of the employee, depends upon the gravity of misconduct.
- Barring the Promotion: Promotion to higher posts can be stopped depends on the gravity of misconduct

- Suspension: The management has the right to suspend or dismiss an employee from the service of SAINTGITS after conducting proper enquiry and giving an opportunity to employee to explain his stand.

## **2.16 Separation**

Separation of an employee exists when the service of an employee comes to an end because of one reason or other. Separation arises due to resignation, Termination, death, or retirement.

### 2.16.1: Separation Methods

2.16.1.1 Retirement: Every teaching and non-teaching staff of the SAINTGITS will retire from services on completing 56 years of age respectively. Persons who are physically fit and whose services are considered necessary and beneficial to the institution by the management, may be appointed on contract service on tenure. The tenure can be extended by the management considering the continued contributions to SAINTGITS.

2.16.1. 2. Voluntary Retirement/ Resignation: If an employee desires to resign he must give notice of resignation in writing to the Head of the Institution through proper channels (HOD-PRINCIPAL-HR-MANAGEMENT). However, the members of the teaching staff shall not ordinarily resign from their posts during the midst of an academic year/semester. Any member of the faculty in permanent service shall give three months' notice in case he/she desires to be relieved from the services. Alternatively, he/she shall pay three months' salary in lieu thereof. They will not be relieved in the middle of the semester.

On receipt of notice of resignation, the Head of Institution or the In-charge will advise all concerned to stop all payments, issue of materials, etc., to the employee who has resigned, unless specific approval of the Head of the Institution or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is given and his accounts are settled.

When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his dues to the 'SAINTGITS, hand over document, cash, equipment's and other properties held in his custody and vacate the quarters occupied by him to obtain no due certificate to that effect. The management reserves the right to recover all such outstanding amounts and value of the property of the 'SAINTGITS from amounts due to the employee or in any other manner decided by the Management.

2.16.1. 3 Termination on Medical Grounds: During the on-going employment period, Management retains the right to terminate the services of an employee by giving one-month notice in writing or one month's pay in lieu, on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organisation).

2.16.1. 4 Termination on Misconduct or Disciplinary Grounds: During the on-going employment period, Management retains the right to terminate the services of an employee on grounds of misconduct or violation of discipline.

2.16.1. 5. Termination on grounds of Judicial Conviction / Observation: Notwithstanding anything contained in these rules, the Management may impose any of the penalties specified hereinabove including termination of service if the staff member has been convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial office.

2.16.1. 6 Termination for Prolonged Absence : When an employee is absent from work for a period of Seven days (7) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or there is no vacancy for rejoining after Loss of pay leave/when there is satisfactory evidence that he/she has taken up employment elsewhere or when the Management is reasonably satisfied that he/she has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the employee has forfeited employment. Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of SAINTGITS.

2.16.1. 7 Termination on grounds of non – performance: The Management reserves the right to terminate the services of an employee for the following reasons other than matters of discipline:

- If an employee employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification
- For any reason whatsoever or if an employee becomes under qualified consequent to changes in the policies of and/or the guidelines issued by the Government or the authorities concerned from time to time.
- If an employee member, for three consecutive years in annual appraisal of his performance, has received ratings “unsatisfactory” or “average” and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his performance.

2.16.1.8. Death: In the event of an employee’s death, the immediate next-of-kin shall intimate the death to the Management. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee’s designated nominee after deduction of dues if any.

2.16.1.9. Premature Termination of Contract: In the event of premature termination of the contract, one-month notice in the form of a letter will be given to the Contract Staff Member

#### 2.16.2. Notice Period:

In the case of Termination, the notice period of one month or the period mentioned in the Appointment order holds good. Notice period may be waived by salary in lieu of failure to give sufficient notice from the part of Management.

### 2.16.3 Exit Interview

The exiting staff member shall generally be required to participate in a face-to-face exit interview on or before the last day of employment. Exit interviews will provide useful information about the organisation, to assess and improve all aspects of the working environment, culture, processes and systems, management and development. The exit interview shall be coordinated by the HR Department.

## **Chapter 3 - Roles, Duties and Responsibilities**

### **3.1. Roles, Duties and Responsibilities of Statutory & Non Statutory bodies.**

#### 3.1.1 Governing Body

The Governing Body shall:

- Guide the college to achieve its vision & Mission
- Institute scholarships, awards fellowships etc., on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas
- To approve the annual budget of the college
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

#### 3.1.2 Academic Council

The Academic Council shall have powers to:

- Scrutinize and approve the proposals with regard to courses of study, academic regulations, curricula, and syllabi
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body Institute scholarships, awards fellowships etc.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body

#### 3.1.3 Board of Studies

The Board of Studies of a Department in the college shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- Suggest methodologies for innovative teaching and evaluation techniques;
- Suggest panel of names to the Academic Council for appointment of examiners;
- Coordinate research, teaching, extension and other academic activities in the department

### 3.1.4 Finance Committee

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- Review the department budgets
- Preparation of college budget
- Audit the accounts
- Review the financial position of the college

### 3.1.5 IQAC & IQAC coordinator

The primary aim of IQAC are

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

With Specific Objectives:

- Develop a monitoring system for quality assurance of the policies
- Plan and conduct Internal Administrative Academic Audit at least 2 times in a semester
- Ensure the conduct of yearly Internal Administrative and Finance Audit
- Prepare a detailed Annual Quality Assurance Report (AQAR) immediately after the close of an academic year and submit the same to Principal
- Refine department proposals for the forthcoming semester to strengthen the Teaching Learning Process based on the suggestions from the PAC and Department Advisory Board and Programme Assessment Committee.
- Endorsement of guidelines regarding all academic activities before the commencement of semester
- Ensure that the academic plans for the forthcoming semester prepared by respective faculty members are monitored timely by coordinating with the respective Head of Departments
- Ensure that the co-curricular activities of the forthcoming semester are aligned with the institution and department objective
- Ensure proper planning and conduct of extra-curricular activities without affecting the academic process and include its report in the AQAR
- Initiate corrective steps based on the online feedback from students about Teaching-Learning process in respective classes and ensure positive outcome from the concerned faculty
- Ensure updated documentation for institutional ranking and accreditation for statutory as well as reputed bodies
- Uploading of Internal Audit report to institution web portal from time to time
- Facilitate External Audit process of the institution
- Uploading of Annual report to the institution web portal



- Ensure regular monitoring of academic activities such as: Tutorials, Assignments, Seminars, Remedial classes, Internship and Projects.
- Endorse and ensure the documentation of all Surveys collected from the Stakeholders – Student, Faculty, Parent, Alumni, Employer, Society
- Suggest various ways to strengthen the departments / SCIE / other Centres / funded labs to help in enhancing the technical skills of the students
- Ensure the collection and compilation of self-appraisal forms from faculty members at the end of academic year and submit the same to Principal for follow up action
- Ensure the collection, documentation and follow up actions to be taken regarding the various college level activities

### 3.1.6 Departmental Advisory Board

The Board is responsible for advising the Head of eth Department in academic area and relevant co-curricular and extracurricular activities of the students such as

- New schemes for development of the institute and recommend improvements required on infrastructure, equipment and other related support functions
- Link between campus and demands from recruiters
- Career progression of graduated students and the role of the institution in the same
- Initiatives that would promote research and extension activities in the campus
- Quality of Student Life on Campus
- Sustaining quality of education, quality improvement and accreditation of the college
- Resource mobilization through industry interaction, consultancy and external funding
- Community outreach activities
- Public participation at College functions directed toward students, faculty and the community
- To consider such other activities for furtherance of academic excellence.

### 3.1.7 Programme Assessment Committee

Program Assessment Committee (PAC) is formed with the intention to improve quality of curricular and co-curricular activities. This committee periodically monitors the departmental activities and evaluates different parameters related to teaching learning process and give suggestions to course coordinators for continuous improvement.

**The Functions of PAC are as follows.**

- Evaluates and monitors attainment of Program Outcomes (POs), Program Specific Outcomes (PSO), Program Educational Objectives (PEOs). Planning of co-curricular activities for attainment of POs.
- Monitors the CEP [Curriculum Enrichment Program carried out before the start of every semester in the department with assessment pertaining to student learning and development.

- Prepares periodic reports on program related activities, status reports for key stakeholder Communicate achievement of POs, PSOs and PEOs with students and concerned stakeholders on regular basis
- Proposes necessary changes for continuous improvements.
- To invite qualified personnel from industry and academia to enrich the deficient areas of teaching leaning process for development of efficient teaching methodology.
- Motivating the faculty and students towards attending workshops, developing projects, working models, participating in National Level project competition, paper publications and engaging in research activities.
- Conduct surveys, interaction with faculty, coordinators and other stake holders.
- Arrangement for feedback response and surveys from students, parents and other stakeholders.
- To evaluate effectiveness of program outcomes and proposing necessary changes.
- To ensure credibility of evaluation procedure.

### **3.2 Roles, Duties and Responsibilities of Academic Leadership Positions**

#### **3.2.1 Principal**

Principal is the academic and administrative head of the college.

Principal is the academic and administrative head of the college. He is appointed by the Secretary of the Society on the recommendations of the selection committee and reports to Governing Board. It is tenure based position and usually for five years. He / She is responsible for achieving college Vision and Mission and leads its faculty, non-teaching staff and students to this direction. He represents the college in all official programmes.

His / Her roles and responsibilities are

- Planning & Implementing proper strategies for institutional development
- Planning the course management and ensuring its delivery
- Coordination with Management, Deans, Head of departments and faculty members
- Co-ordination with statutory organisations such as AICTE and University and higher education departments. And other stakeholders, which includes, parents, alumni, employers, recruiters and public.
- Maintenance of discipline in the campus and its hostels
- Monitoring faculty performance
- Ensuring placement of students
- Preparation of annual budget
- Allocation of resources and proper utilization of the same
- Managing daily administration activities in college and hostels.

If Principal is on leave or in the absence of full time Principal, the college shall be headed by a Vice Principal or Principal(I/C) as the case may be.

The Principal is also the Secretary to the Governing Body and Chairman to the Academic Council of the college. He is also the Chief controller of Examinations and Chief Warden of all college hostels.

### 3.2. Vice Principal/s

The Vice Principal reports directly to the Principal and assumes supervision on behalf of or in the absence of the Principal. At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but they will assist in the administration of the college and provide leadership. Vice Principal will assist in the formulation of policies, organizational plans, goals and objectives in order to develop and maintain an educationally effective college of excellence. Vice Principal will help in conducting PTA meetings and monitor the performance of Faculty advisors and propose corrective measures if required.

#### 3.2.3 Associate Provost

A senior and well experienced professor shall be appointed as the Provost/ Associate Provost of the college

The duties include

- Assisting the head of the institutions in monitoring performance of departments & Centres
- Provide strategic advices to principal and management
- Review of resources and plan for introduction of new technology and equipment's
- Being the Head of Academic Purchase Committee, decide and approve purchase requirements of the college and departments

#### 3.2.4 Director/ Dean/ Head

##### 3.2.4.1 Director/ Dean / Head of Academics

The Director/ Dean of Academics will be responsible for the overall planning, coordination and implementation of academic activities of APJ Abdul Kalam Technological University and Autonomous programmes. The Director/ Dean Academic Management will fulfill his/her duties and responsibilities in consultation with the Principal.

The responsibilities are:

- Issuance of proper guidelines for framing guidelines, for Programme regulations, Curriculum and syllabus.
- To provide guidelines for the smooth conduct of academics
- Ensure that schools, institutes and departments conduct the programme as per the given guidelines.

- Ensure that meeting of various academic bodies of the college especially Governing Body, Academic Council and Board of Studies are conducted periodically and effectively.
- Ensure and facilitate examination process
- To finalize the academic calendar and schedule in consultation with Head of Departments.

Director / Dean- academics is also in charge of library and Knowledge Management division which monitors knowledge resources (including soft & hard versions) held by various departments or institutions of college. Proper and beneficial utilization of various knowledge resources and acquiring future capabilities have to be monitored and flagged by him for administrative tracking by Management and Principal.

#### 3.2.4.2 Director/ Dean (Research & Post Graduate Studies)

Director/ Dean (Research & PG Studies) coordinates the research activities of the college and takes various initiatives to promote research culture among the faculty members and students. He also provides academic leadership for postgraduate studies by overseeing and coordinating all postgraduate programmes by working in partnership with the academic departments to achieve the college's mission. The roles and responsibilities include but not limited to

1. Provide academic leadership for all the research activities and postgraduate studies of the college
2. Disseminate information related to various funding opportunities in India and abroad
3. Facilitate preparing and submitting research proposals for funding to government agencies like AICTE, UGC, DST, APJAKTU, KSCSTE, CERD IE(I) etc. for research grants
4. Internal processing of students', and faculty research project applications for evaluation and forwarding to funding agencies
5. Follow-up actions like
  - a. Conveying acceptance of sanction of project funds
  - b. Periodic review of progress of research projects
  - c. Monitoring and finalization of reports and fund utilization
6. Identify the potential areas of research in various disciplines of engineering sciences and interdisciplinary areas and form faculty clusters based on their specialization
7. Explore research collaboration with other academic institutions, research institutes and industry
8. Encourage faculty and students to publish their research work in reputed journals that have high impact factor and are SCI/SCOPUS indexed
9. Encourage faculty and students to attend/publish papers in various national /international conferences in their areas of specialisation
10. Encourage and motivate faculty members to register for Ph.D. degree course
11. As Convener of the Doctoral Committee, convening of DC meetings, conducting comprehensive written examinations, liaison with DC members, interfacing between research scholar and the university.

12. Director/ Dean (Research) is the Convener of Research Equipment Purchase Committee (REPC) which evaluates and recommends purchase of equipments /instruments using research grants, evaluate and recommend purchase of laboratory instruments/ equipments/ accessories, equipment purchase under MODROB funding etc.
13. Planning resource mobilization through industry interaction, consultancy and extramural funding.
14. Exploring, planning and implementing twinning programmes and student exchange programmes with reputed foreign universities
15. All other related activities that can lead to the promotion of research ecosystem in the college, and accelerating institutional growth

#### 3.2.4.3 Director/ Dean of a School / Institute

Director/ Dean of a School/ Institute is the academic and administrative head of the respective school/ institute. He/ She is appointed by the Secretary of Society on the recommendations of the selection committee and reports to Head of the Institution. It is tenure based position and usually for five years. The designation of the appointed person can be Director or Dean and Associate/Deputy/ assistant Director, /Dean, depends upon his experience and exposure. He / She is responsible for achieving School/ Institute vision and Mission and leads its faculty, non-teaching staff and students to this direction. He represents the School/ institute in all official programmes. His / Her roles and responsibilities are

- Planning & Implementing proper strategies for institutional development
- Planning the course management and ensuring its delivery
- Coordination with Management, Principal and other heads of departments
- Coordination with outside people/organizations, which includes, parents, alumni, employers, recruiters and public.
- Maintenance of discipline in the campus
- Monitoring faculty performance
- Ensuring placement of students
- Preparation of annual budget
- Allocation of resources and proper utilization of the same

He will be the secretary of the Advisory Council.

#### 3.2.4.4 Deans of the School/ Department

Deans provide academic leadership to the College with the help of Associate/ Assistant Deans and HoDs and reports directly to the Principal.

Key Responsible Areas: -

- Academic leadership, faculty development, student mentorship, research initiatives, collaborations

- Work with the department head and provide leadership in the area of faculty development and professional growth
- Ensure that mentoring process is effectively taken up in a continuous manner by the staff advisors and chief staff advisors
- Work with the department head and provide help in student mentoring and communication with the parents.
- Respond to student academic concerns and seeks resolution at the faculty level
- Ensure the completion of both the annual faculty performance evaluations and student assessments of faculty/course
- Maintain open, positive channels of communication with all college stakeholders
- Provide leadership, working with the faculty, to achieve the mission of the college in the areas of teaching, scholarship, and service
- Perform other duties as assigned by the principal
- Specific responsibilities within each broad area include monitoring of post graduate programmes in association with PG coordinators.

### 3.2.5 Controller of Examination

The controller of examinations shall be responsible for the conduct of all examinations of the college and it shall be his duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters connected with examinations. The CoE in the execution of his office shall report to the Principal (Chief Controller of Examinations (CCoE)) periodically on the performance of his duties. The office of the CoE should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and the final semester examinations of all programmes shall be completed on time.

The responsibilities of the Controller of Examinations shall include: -

- He shall be responsible for the conduct of all examinations and it shall be his duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters, invigilators, and examiners and all other contingent matters connected with examinations
- Directly superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records
- Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college
- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc., by the officers under whom such documents are kept
- He shall convene meetings and issue notices to the board of examiners and committees appointed by the examination cell and conduct official communications thereof
- He shall keep the minutes of the board of examiners and all committees appointed by the said boards

- Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the college
- Payment of remuneration and travelling allowances to question paper setters, examiners and observers
- Taking immediate decisions in case of exigency as circumstances warrant for reasons to be recorded in writing
- Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations
- All such duties as may be necessary for the diligent conduct of examination office including that which are delegated to DCoE and such other officials from time to time

He may delegate his powers and responsibilities to Deputy Controller of Examination (Dy CoE) and Assistant Controller of Examinations (A CoE) as per the examination manual and CoEs will be supported by team of officials.

#### 3.2.5.1 Deputy / Asst Controller of Examination

The management may depute senior academicians to support the CoE who in turn delegate his powers and responsibilities to them for the smooth conduct of the activities of Controller's office.

#### 3.2.6 Head of the Department

Every Department will be having a Head who will be the academic and administrative head of the respective department. A senior faculty member of the department will be assigned the responsibility by the Management based on the recommendation of the Principal. It is tenure based position and usually for five years. He / She is responsible for achieving Departmental Vision and Mission and leads its faculty, non-teaching staff and students to this direction. He represents the department in all official programmes.

- Planning and implementation of departmental activities
- Delegation of administrative and other responsibilities to staff members and ensuring the delivery as per the plans.
- Preparation annual budgets
- Co – ordinate with the principal for the provision of resources
- Performance Evaluation of faculty members
- Verification of Planning of course delivery and ensuring that the faculties deliver the Courses in time
- Approval of department time table in consultation with Principal
- Ensuring students discipline
- Monitor the student performance – academics, placement and discipline- and initiate appropriate actions for non-conformances in services as well as systems
- Monitor that the Tests and Examinations as per the plan, set standards, rules and regulations.
- Recommendation of leaves of the faculty
- Liasoning with industry considering, industry Institute interaction, projects/ Internships, placement, consultancy, faculty training, MoUs etc.

- Motivating faculty to initiate in innovative teaching practices/pedagogical tools and promote hybrid model of teaching
- Support faculty for research, funded projects and consultancy assignments.
- Documentation of departmental activities as per the norms of University, AICTE, Accreditation and Ranking agencies
- Assist Principal during the audits by statutory institutions.
- Ensure admission for the departmental programmes by coordinating with admission office
- Offering training in association with training department for students for their overall development
- Ensure Placement for its graduates in association with Corporate Relations department.
- Ensure that department is self-sufficient in all activities
- Ensuring harmony and conducive environment in the department

### 3.2.7 HoD, Student Affairs

- Plans and arranges social, cultural, and recreational activities of various student groups, according to university policies and regulations: Meets with student and faculty groups to plan activities.
- Evaluates programs and suggests modifications.
- Schedules events to prevent overlapping and coordinates activities with sports and other university programs.
- Conducts orientation programs for new students with other members of faculty and staff.
- Advises student groups on financial status of and methods for improving their organizations.
- Promotes student participation in social, cultural, and recreational activities.
- May coordinate preparation and publishing of the student affairs calendar.
- May provide individual or group counseling on selection of social activities and use of leisure time.

### 3.2.8 Academic Coordinator

- All academic coordinators and associate academic coordinator should support the Head of Department in all matters related to academics in the department for both UG, PG and research programmes
- Overseeing and supporting accreditation process in the department
- Schedule and conduct Department Advisory Board and Programme Assessment Committee in consultation with HOD and ensure timely submission of relevant suggestions from these bodies to IQAC with an implementation plan decided at the department meeting
- Ensure proper conduct of tutorial classes and remedial classes and report the progress to HOD
- Provide details as required by the HoD & Deans for ensuring academic quality of UG, PG and research programmes of the department
- Ensure that the department placement faculty representative explores the opportunities for industrial training, internship and linkages in consultation with HOD along with the Placement and Training Department
- In the absence of HOD, Academic Coordinator will be in-charge of the department
- Associate Academic Coordinator should conduct department-level internal audit as per the schedule and submit the report to the respective Head of Department with a copy to IQAC



### 3.2.9 PG Coordinator

PG Coordinator reports to Head of the Department and also support the PG dean in all matters related to academics in the department for PG programmes

- Ensure overall quality of PG Programs.
- Prepare & Update general guidelines for the course.
- Coordination with office – Admission, Exams etc.
- Time Table Coordination.
- External Talks & Additional Courses – Arrange with Advisors.
- Any other matters relevant to all batches.

### 3.2.10 Stream Coordinators- Roles & Responsibilities

Roles and responsibilities of stream coordinators are:

1. To motivate and guide fellow faculty members of the stream to develop and experiment innovative teaching methods in their subjects
2. To promote and lead research and industry focused teaching by faculty in their stream.
3. To help and support fellow faculty to find solution to pedagogical issues related subject in their stream
4. To promote a culture of co-teaching in their stream leading to substantial enhancements in quality of co-curricular activities of associations and external events
5. To explore feasibility of adopting databases (subscribed and nonsubscribed) by department / Library in subject projects and specialization projects in their stream
6. To help fellow faculty to identify reference and text books, current and relevant articles, cases, teaching materials etc for adopting in their course plans
7. To review and approve course plans
8. To review and assess the teaching style of faculty members by observing their classes once in a semester/ subject.
9. To review and approve specialization projects and comprehensive project proposals and give suggestions for improvement in subsequent reviews
10. To liaison with the project coordinator in conducting project mock vivas by forming appropriate panels
11. To plan and lead the execution of association activities related to their stream
12. To identify new industry relevant subjects to include as subjects and prepare syllabus for the newly introduced subjects
13. To review the syllabus of subjects periodically to improve the content of the syllabus
14. To contribute as invited members in department Programme Assessment Committee (PAC) and present their assessment on Course Outcome expectations and attainment, quality of course plan, resources adopted, question papers, subject projects etc.
15. To act as a resource person to prepare and or review question papers and answer schemes, represent the queries with CoE/ Academics Council in terms of syllabus, question papers, any academic activities pertaining to the area.

16. To present the various electives under their streams and advice students on pros & cons, expectation & suitability of specialization and career opportunities along with supporting the I/c academics in approving elective choice and changes
17. To suggest external experts prominent in the concerned area/subjects (for associations seminars/talks/workshops/discussions/placement support, etc)
18. To improve the quantity and quality of conference presentations and research publications by students and faculty
19. To review the placement opportunities and status and give comments and suggestions for improvement.

### 3.2.11. Chief Staff Advisor/Advisor

- Will be in charge of assigned class and the respective students.
- The Chief Staff Advisors can meet the students individually and/ or collectively according to the requirements.
- The Chief Staff Advisors may collect all documents, attendance, series test mark lists etc. and may be forwarded to the Dean/HOD, to be submitted to the Principal.
- Any act of indiscipline noticed by the staff advisors may be brought to the notice of the Dean/HOD, even if it is solved by the staff advisor.
- Consolidation of fortnightly attendance and publishing the same
- Intimating the parents about results of Series Examinations, University Examinations, PTA meetings etc...
- Class monitoring, in order to get the feedback from the students regarding various subjects taught during the semester.

Should monitor and consolidate the duty leaves for internal programmes and forward the same to the Head of the Department.

### 3.2.12 Course Faculty/ Teaching faculty

Faculty members are the backbone of the college. They are appointed by the Governing board and assigned to various departments based on their faculty. They may be also assigned administrative and research responsibilities of the college beyond academic responsibilities at the department. They will be reporting the Head of the Department / HoD (I/C)

The major responsibilities of the faculty advisor/ chief faculty advisor

- Will be in charge of the allotted class and the respective students.
- The Faculty advisor will be responsible for the discipline of the class and allotted students
- Being the mentor, he/ she will help to identify the strengths and weaknesses of students and will help him to improve in academics and curricular and extracurricular activities
- To guide him to get a placement thru the placement cell of the college
- The Chief Staff Advisors/ staff advisors can meet the students individually and/ or collectively according to the requirements.

- The Chief Staff Advisor/ Staff advisor may collect all documents, attendance, test mark lists etc. and may be forwarded to the Dean/HOD, to be submitted to the Principal.
- Any act of indiscipline noticed by the staff advisors may be brought to the notice of the Dean/HOD, even if it is solved by the staff advisor.
- Consolidation of fortnightly attendance and publishing the same
- Intimating the parents about results of Examinations, University Examinations, PTA meetings etc.
- Class monitoring, in order to get the feedback from the students regarding various subjects taught during the semester.
- Should monitor and consolidate the duty leaves for internal programmes and forward the same to the Head of the Department.

### 3.2.13 Faculty Advisor

Faculty advisor is a faculty member of the department who will be assigned a group of students to mentor them for developing the overall personality and career competency of students. The programme has multiple objectives as the course progresses, in addition to monitoring and supporting academic performance. Mentor Groups must represent diversity of the class composition. This is a unique program, which gives freedom and power to every teacher and guide, to groom, and to contribute to all the students in the group which is great value addition not only for the students but also for the teachers. Mentoring is given much importance in the whole academic process and the teacher is expected to take full charge of all the activities of the student's right from the beginning of the course until placement/ completion of the course.

- Meeting the student once in a month at least in normal case to know the student's
  - Family background
  - Strengths and weakness
  - Performance in academics, external activities and training
  - General and total behavior including adherence to dress code
- Student support hours, included in time table, are to ensure that students have access to faculty outside of class for student-faculty interactions, including assistance with coursework and advising. Faculty should ensure their availability to students during these hours and prioritize student interactions above other tasks. Faculty should express their willingness to make special appointments with students who are unable to utilize scheduled student support hours.
- In case of any not normal behavior intimate the same to CSA/ HOD and dean
- Organize the student profile
  - Update the profile
  - Sessional marks
  - University exam marks
  - Entry of attendance in student profile and check
    - How regular

- Leave with permission
  - Leave without permission
  - Leave on medical grounds
  - Unauthorized leave like mass cut
  - Absence due to suspension
- Irregularity in attending the classes and submitting assignments, misbehavior in class etc. should be noted in the student profile
  - Meeting the parents of the students and communicating with them at least once in a month (frequent communication via telephone/ email advisable)
  - Motivating the student for curricular and extra-curricular activities
  - Identifying the strength and weakness for timely action

#### 3.2.14 Officer – Compliance

- The Office of the Compliance officer has been created to ensure that SAINTGITS organizational and business processes comply with Government/AICTE/ University/ Autonomous regulations. The Compliance officer reports to Principal of the College.

### **3.3 Duties, Roles & Responsibilities of Corporate Relations staff**

#### 3.3.1. General Manager

The duties and responsibilities of General manager- corporate relations:

- He (the term is used in gender neutral context throughout this text) should liaise with head offices, regional offices and HR heads of several hundred companies in Cochin, Trivandrum, Chennai, Bangalore, Mumbai and other cities and create excellent relationships leading to placement of our students in sectors of their preference.
- He should attend HR conclaves and conferences of a national repute to meet and create relations with HR managers and follow it up with continuous communication through greetings on occasions, sending newsletter and courtesy calls.
- He should be actively involved in the key functions of Professional Associations like KMA, NIPM, CII and other trade or managerial bodies.
- He should be able to get support from heads of organizations and companies for several talks with the students and achieve 50 to 60 corporate talks in a year.
- He should be able to liaise with several industries for industrial visits in Kerala especially Kochi, Palghat, Coimbatore, Chennai, Bangalore and Hosur areas.
- He should be able to compile the placement information by mid of eth academic year and send to select corpoates which should be increased progressively in the years. He should do this by creating a sector wise database and following it up.
- Should procure information about the changing trends and employment in order to enable the planners to modify the syllabus and take proactive actions. He should be able to guide the faculty

on the areas of contemporary concern to the industry so that they can focus on these in their teaching.

- He should be able to identify companies who may utilize our services for MDPs and promote these.
- He should be able to manage the student representatives selected for placement and accompany them for presentations to the corporate.
- He should be able to achieve 90 to 95% final placement and 100% summer internships.
- He should render a weekly report of his activities and create a system and process for the operation of placement.
- He should be willing to travel widely and network effectively.
- These are the key result areas and are not exhaustive or exclusive and he should be able to undertake additional responsibilities for institution building from the Principal from time to time.

### 3.3.2. Placement Officer/s

- He/She will serve as the Officer- Corporate relations for the entire Saintgits group of professional institutions and will report to the Head- Corporate relations.
- He/She shall prepare, update and maintain a permanent record of the profile of the students of the Institutions in the approved format, in soft- copy as well as hard copy. He/She has to address the students in their respective classes, instruct, encourage and make them aware of the need to frequently update their profile kept at the Department of Corporate Relations. It shall be He/Sher's responsibility to make ready the most updated and correct student profile well before the placement season starts every year.
- He/She should work in tandem with all the officer bearers of the Department of Corporate Relations for the execution of all the activities entrusted with He/She specifically as well as with the Department generally.
- He/She should plan, and compile the placement and admission information for Saintgits by September each year and send them to select employers, which should be increased progressively in the years.
- He/She should create a sector wise database of Companies and update it regularly. All data base prepared by He/She and all materials therein including business cards of Corporate Officers collected by He/She shall be kept with the Head- Corporate relations. All such materials, including the business cards, shall be the property of the Institution.
- He/She shall have the task to prepare and update a database of the alumni of Saintgits, so as to utilize it for further enhancing the reach and ambit of the Corporate relations function at Saintgits.
- He/She should coordinate all activities for placement drives and render all assistance for the smooth conduct of all placement drives happening within the campus and outside the campus.
- He/She should be willing to travel widely (even on short notice) and network effectively. He/She should liaise with the Head offices, Regional offices and HR heads of companies in Cochin, Trivandrum, Chennai, Bangalore, Hyderabad, Pune, Delhi, Gurgaon, Gujarat, Mumbai and other potential cities and create excellent relationships leading to placement of our students in the

sectors of their preference. Further, He/She should be able to liaise with several industries for arranging industrial visits and in plant training for students.

- He/She should attend HR conclaves and conferences of national repute in consultation with the Head- Corporate relations and meet and create relations with HR Officers and follow it up with continuous communication through greetings on occasions, sending newsletter and courtesy calls.
- He/She should be actively involved in the key functions of KMA, NIPM, CII and other trade or managerial bodies. He/She has to liaise with the concerned personnel of Companies with which Saintgits have signed Memorandum of Understandings; coordinate all the activities planned therein and attend the necessary programs. He/She should be able to get the support of heads of organizations and companies for Technical talks for the College as well as for various Departmental programs. Further, He/She has to arrange 50 to 60 corporate talks in a year.
- He/She should be able to identify companies who may utilize our services for MDPs and promote these.
- He/She should render a fortnightly report of He/Sher activities and forward it to the Head- Corporate Relations; who will in turn forward it to the Principal and the Management.
- These are the key result areas and are not exhaustive or exclusive and He/She should be able to undertake additional responsibilities for institution building from the Head- Corporate Relations from time to time.

### 3.3.3 Public Relation Officer

- Organizing press briefings and news conferences.
- Interaction with newly joined employees to facilitate their joining and create awareness on SAINTGITS
- Organizing the relationship between the institution and the other relevant agencies.
- Organizing special events such as open days, visits, exhibitions and functions.
- Liaising with the public and responding to inquiries.

## **3.4 Roles, Duties & Responsibilities of Administrative Staff**

### 3.4.1 Office Manager

- Supervision and execution of all administrative activities of the college
- Maintain proper records of students admitted and submitting the same to regulatory authorities and Government
- Ensure maintenance of all the administrative documents and records.
- Co- ordinate with the visitors and clarify regarding the course requirements.
- Maintain the records and documents pertaining to AICTE as well as higher education departments.
- Coordination of activities with University, Government of Kerala and UGC.
- To maintain stock records of stationery and consumables in the Institution.

### 3.4.2 Graduate Associate (Technical and Administration)

- Will be reporting to the Reporting Authority Directly
- Carry out and coordinate the office related work of the Reporting Authority with regard to Academic Administration.
- Responsible for information and communication flow between the office of the Reporting Authority (intra and inter departmental) and other responsible offices with regard to administrative matters.
- Record and maintain the relevant non-confidential files of the designated office and manage administrative document workflow.
- Storage and distribution of academic documents within the department and manage these with outside departments by coordinating with other assistants.
- Schedule, verify and manage the meetings & appointments of the Reporting Authority
- Any other related additional duty assigned by the Reporting Authority as per changing requirements of the Department / Institution considering the urgency of the situation.

### 3.4.3 Office Assistant –Academic Section

- Matters related to admission (Admission queries, Sorting Applications, Rank list etc)
- Matters related to Student queries.
- Updating all Admission Registers
- Students Original Certificates (Issuance and Collection of certificates, keeping records and supportive documents, Reports to the Manager, ad hoc requirements)
- Maintain all the databases of student information and provide reports to the Principal/Management as and when required.
- Students registration and examination registration
- Distribution of University semester mark lists to concern departments
- Distribution of Students fees structure (Semester/ Yearly)
- Examination work: Supplementary/ Reevaluation registration/ providing examination attendance statement
- Facilitate students Travel Concession. (Private Bus / KSRTC / Train)
- ID card arrangements and issuance.
- Maintaining stock keeping registers for all printed Stationeries and placing orders.
- Handling National Scholarships Schemes of Students - Collection of Applications (both Fresh & Renewal) and verification in the National Scholarship Portal.
- Collecting Supplementary Examination Fee for consolidation and provide inputs in Tally
- Handling direct fees enquiries (Group activity)
- Issuance of TC & Conduct Certificate

#### 3.4.4 Accounts Executive / Cashier

- Cash receipts and payments records maintenance
- Bank Receipts and Payments records maintenance
- Bank deposit
- Handling all dues clarification related to hostel /college
- Payment of college store purchase by internal department
- Recording Payment from Students such as College Fees, Hostel Fee, Examination Fees etc
- Maintaining Daily Cash Book with all transactions details and physical verification of cash by EOD
- Ensure hassle free cheque issuance by preparing funds requests with mail confirmations.
- Monitoring and intimation for settlement of advances paid to employees for various accounts.
- Discontinued students account settling with reversal of debit and credit

#### 3.4.5 Office Assistant -Accounts

- Monitoring of Dues
- All Journal Entries (College, Scholarship)
- Maintain College & hostel Bank Accounts
- Total College/Hostel Due list preparation.
- College Fee Receipt paid and posting
- Handling all fees due enquiry (College, Hostel, Mess Fee)
- Processing of CD/RD Refund
- Bank Reconciliation

#### 3.4.6 (Office Assistant (HOSTEL))

- Handling all the Hostel Admissions & Vacating formalities of students
- Entering Mess Bill in Tally
- Bank Receipts collection and handling enquiries.
- Maintaining Records & Issuance of Hostel related stationeries.
- Handling Mess payments to all vendors and updating in Tally
- Preparing Canteen Receipts & Expenses on daily basis
- Preparing Kiosk Receipt & Expenses on daily basis
- Maintaining canteen & kiosk purchases and settlement of payment as and when required.

#### 3.4.7 (Office Assistant (SCHOLARSHIP & DUES INTIMATION))

- SC/ST E-grantz portal:
  - Students new registration/ renewal and obtaining approval for registration from the department.
  - Claiming and distributing other grants to students (Initial Expense/Laptop)
  - Fee claim and monthly hostel mess fee claim from SC/ST department
- Fisheries Department: Registering Eligible students, processing fee claims, renewal of registration with fisheries department and their fee claim.



- Based on the dues list prepared by the accounts department, timely intimation and follow-up need to be done with the concerned students through the department or directly and co-ordinate with the accounts department.
- Handling Saintgits Students Scholarship – Collecting the candidates semester pass percentage & back paper details, if any, from departments/students from time to time, consolidation of collected reports and informing accounts back office for further processing.

#### 3.4.8 Office Assistant (TRANSPORTATION)

- Arranging substitute drivers (internal /external source) in the absence of permanent drivers.
- Allotting the vehicles/ drivers based on the requisition form sanctioned by the Principal for the purpose of staff/project/external purposes.
- Arranging vehicles from external sources, during the shortage of internal resources/ facilities and settlement of payment.
- Maintaining and updating registers of Motor Insurance of all college vehicles and processing payment and intimation for renewal before the due date.
- Maintaining Registers for all Guest accommodation facilities arranged by the college and settlement of payment has to be put-up in coordination with PRO & Deputy Manager (Facilities)
- Students bus fees collection, allocation of seats based on the preference given by students, issuing individual bus pass to students of respective intuitions.
- Students bus fee journal entry and receipt in College accounting software
- Preparing monthly reports for the entire vehicle Diesel cost incurred (Workshop/Hostel/SCAS/SCE) and preparing bills in the College accounting software for payment.
- Proposing the annual bus fare calculation for the yearly admission intake and taking approval from Management.

#### 3.4.9 Office Assistant - (HR DEPARTMENT)

- Maintaining & Monitoring Staff attendance of all employees
- Leave management and documentation
- Staff details updation in KTU/AICTE/NBA etc
- Issuance of salary certificates and ad hoc requirements of staff
- Joining/Relieving formalities
- Substitute ES to Principal during her absence days.

#### 3.4.10 Front Office Assistant

- Receiving all visitors and parents of students of the college in a courteous manner and providing them all assistance in their requirements while they are at the campus. They may be informed that clarifications regarding fees/other dues are to be obtained from the Office Co-ordinator and all other clarifications are to be obtained from the Principal through his Executive Secretary.
- Maintaining the Visitor's Register with contact number and other details.

- Receiving all telephone calls to the Institution and handling the same in the manner above said and maintaining the call register.
- Maintaining details of all enquiries received at the college and passing information relating to student admission to the society office without delay.
- Ensure accessibility to all employees of the college or society by maintaining their contact phone numbers, addresses including email updated at all times.
- Ensure accessibility to all offices/establishments connected to the working of the college or its various departments by maintaining the contact phone numbers, addresses including email updated at all times.
- Coordinating the work of driver cum messengers in their errands and ensuring full utility of vehicle trips by coordinating with all departments of the college.
- Ensuring that electrical energy wastage is minimized by co-ordinating the driver-cum-messenger for checking the rooms on hourly basis.
- Ensuring that 'VISITORS' entry and exit registers, Duty rosters maintained by the security guards are submitted to the Dean (SW) for weekly verification on all Friday mornings
- Ensuring that MATERIAL inward registers and triplicate copies of Gate Pass issued are submitted to Project Engineer for weekly verification on all Friday mornings.
- Coordinating with the gatekeeper regarding admissibility of visitors.
- Ensuring the timely rectification of EPABX complaints and maintenance/repair of other equipment like water cooler, aqua guard etc.
- Making necessary arrangements including tea and refreshments during interviews, meetings etc as directed by the Office-Co-ordinator.
- All other duties assigned by the Director (A & R) & Principal from time to time.

### **3.5. Duties, Roles & Responsibilities of Hostel & Accommodation staff**

#### 3.5.1. Chief Warden (CW)/ Deputy Chief Warden (DCW) / Associate Deputy Chief Warden (ADCW)

Principal of the institution is the chief warden of the hostels. The day to day management of the hostels is entrusted to the DCW and ADCW. DCW and ADCW jointly take care of all aspects for ensuring that the hostels be a second house to its inmates.

#### 3.5.2 Resident Warden

- Resident warden is accountable towards the management and college authorities for looking after the inmates, ensuring a very high standard of discipline among the inmates and also taking care of the administrative needs of the students.
- Resident warden is the administrator in charge of the hostel and its facilities. Resident Warden will: -
- Be fully conversant with hostel rules and implement it in Toto in full letter and spirit.
- Provide personal attendance to all inmates, understand them and provide all assistance to them as a local guardian.

- Keep the hostel, mess and surrounding area neat and tidy by effective supervision of the cleaning agency's employees and if necessary get additional manpower through the FRO.
- Ensure that quality food is prepared in an efficient, clean and hygienic manner and served in right quantities, minimizing waste and also up-to-date maintenance of waste register
- Co-ordinate the effective functioning of the mess along with FRO as per directions of the management.
- Along with FRO, check security staff and housekeeping staff for discharging his duties efficiently.
- Make sure that the students are adhering to proper mess timings and that they are following proper mess etiquette.
- Ensure that no students stay at the hostel during college working hours. If there are any unauthorized absences from the college, inform the college authorities and Associate Deputy Chief Warden (ADCW).
- Keep a close watch of the hostel inmates and in consultation with the Faculty Warden, inform any behavioral changes immediately to Dy Chief Warden and ADCW immediately for taking up immediate deterrent action/counselling. (lack of awareness of such changes of this aspect will be viewed seriously by the management and College).
- Guide the students on moral and ethical aspects and help them to develop soft skills.
- In consultation with faculty warden, prepare academic performance of the hostel inmates and help the students to improve their performance.
- Be a role model to the students by personal conduct.
- Ensure that facilities at the hostel are functional, interact with FRO, ADCW and Dy. Chief warden for early repair and maintenance and for replacement or addition of any facility/assets.
- Take roll calls of all the inmates during study time, by visiting their rooms.
- Work in close liaison with the faculty warden and resident teacher and inform them of all measures taken for improvement of the hostel facilities and inmates.
- Help students to prepare mess bills in time by giving necessary inputs and check mess accounts maintained by FRO.
- Prepare details of defaulters in payment of mess bills for the previous month, during the last week of every month and intimate the same to the college authorities.
- Provide all necessary data regarding mess charges, consumption of electricity, fuel, water and other consumables before the first day of every month to the FRO for preparation of mess bill and to monitor usage of all facilities to prevent abuse/waste.
- With the concurrence of the faculty warden, hold a Hostel General Body meeting once in a semester preferably in the beginning of every semester and record the minutes.
- Mess committee and hostel committee of a hostel will be conducted in first week of every month
- Ensure the maintenance and day to day updating of the following records/registers:
  - Daily attendance registers of students
  - Leave register of students
  - Cash Requisition /Reconciliation register
  - Register recording Electricity meter reading,
  - Generator run, Water supply from vendors and consumables Purchase

- Register recording newspapers and periodicals actually delivered
  - Register recording collection/deposit of hostel bill from inmates.
  - Attendance registers of staff employed at the Hostel
  - Admission & Discharge Register
  - Guest Register
  - File-Orders from the college/management
  - File-Routine correspondence
  - File-Notice board articles (Old)
  - File-Mess bills
  - Minutes book of General Body & Catering Committee meeting
  - Separate inventory of assets in rooms and for common use
  - Warden's Diary
- Check the following registers daily which is maintained by the hostel security: -
    - Movement Register.
    - Visitors book.
  - Produce all registers maintained by the hostel for inspection of ADCW once in a month. Minutes books of the General Body & Mess Committee are to be produced before the DCW once in a month
  - Keep track of students who have not reported from leave (as per the details given in the leave register) and find out their whereabouts by interacting with their parents. Inform immediately the Dy chief warden or Associate Deputy Chief Warden, if there is any abnormality.
  - Report to the ADCW/DCW details of absence/deficiency in duty of the personnel engaged for mess, cleaning, security services and other works before the last day of each month.
  - Maintain Warden's Dairy (which is of confidential nature) in which short details of counselling given to inmates are recorded with signature obtained in case of misconduct.
  - During the day-to-day condition monitoring of the hostel properties, the Resident Warden will impose fines individually or collectively, to make good the losses, if any, made to such properties and will inform the FRO for collection of the same from the inmates along with their monthly bills. Any other amounts charged are also to be informed and collected in the same manner, by the hostel office.
  - In the event of overnight absence, the Resident Warden will hand over charge to the Faculty Warden or another Resident Teacher as assigned by the Deputy Chief Warden. Hostel fees and Mess fees of the Resident Warden will be transferred by the Principal from college funds to the hostel accounts.

### 3.5.3 Faculty Warden

- The Faculty Warden has got a very important responsibility towards the management and to the students of the hostel for its effective day to day functioning and is accountable to the college authorities for maintaining a disciplined and congenial hostel so as to achieve academic excellence and overall personality development of the inmates.

- The Faculty Warden apart from being the academic in charge of students of the hostel, leads resident warden by giving continuous attention to the inmates in their overall development

The Faculty Warden will:

- Be fully conversant with the hostel rules and ensure its implementations in toto, in full letter & spirit
- Be a role model to the students by personal conduct.
- Work in close liaison with Resident Warden, FRO, ADCW and Dy Chief Warden for the betterment of the functioning of the hostel and the students.
- Make surprise checks of students during their study time and engage the Resident wardens to do so at random.
- Plan the study of students during Sundays/Holidays according to their academic performance.
- Keep a close watch of the students and if required take corrective measures.
- Take-up the duties of resident warden during his absence.
- Co-ordinate the Resident warden in preparing academic performance, assess the same and workout ways and means to improve the same.
- Keep a close watch of the hostel inmates and report any untoward incident in the hostel to Dy Chief Warden for taking up immediate deterrent action/reallocation of room/counselling
- Group the students for peer learning if necessary; make designated students for providing moral and ethical support.
- Guide the inmates on moral and ethical aspects and help to develop soft skills by arranging group discussions, quiz, cultural and sports activities.
- Participate in the Hostel General Body and Mess Committee meetings.
- If necessary, check all records maintained at the hostel for ensuring better discipline.
- In exceptional cases, give permission to the resident warden for providing accommodation to guests for one overnight stay and inform the Dy.Chief Warden on the subsequent day.
- In case of any violation of hostel rules, the Faculty Warden may recommend disciplinary action to the Principal through the Dy.Chief Warden. Any behavioral changes/ aberration of the inmates are to be monitored and discussed between the Faculty Warden and Resident Warden and if any such instances are likely to affect academic performance, the Faculty Warden will inform the concerned group tutor for ensuring earlier corrective action.
- The Faculty Warden should ensure that either himself or at least one resident warden will be present at the hostel especially during night hours on all days including holidays except on official closure of the hostels. In the event of absence of more than two days, the Faculty Warden will make prior arrangements with the Dy.Chief Warden for temporarily assigning responsibilities to another faculty member. Hostel fees of the Faculty Warden will be transferred by the Principal from college funds to the hostel accounts.

#### 3.5.4 Food and residence officer (FRO)

- Assigning duties and responsibilities to warden, security and facility staff, housekeeping staff, kitchen staff & plumber.
- Monitoring of day to day working process of hostel and mess

- Supervision of receiving food items, storing, food preparation & service
- To maintain high quality of personal hygiene of kitchen staff
- To maintain high quality of cleanliness in the kitchen, service area, mess hall, and pre preparation area.
- Consolidation of attendance for mess bill preparation
- Supervise to take month end stock.
- To check the quantity number and amount of items received from dealers.
- To keep up the mess utensils store.
- To keep stock of up stationary items and supply as per demand of hostel staff.
- To keep food suggestions, register remedial measures timely.
- Maintain a food checking register and give it to college officials when they visit the dining hall.
- To keep a cash book and maintain it properly.
- Keep daily accounts registered properly and give the bills to the college accounts team.
- Keep the attendance register of FRO & wardens.
- Keep the attendance register for kitchen staff.
- Prepare the wages bill of kitchen staff and submit to accounts staff.
- After preparation of the mess bill, get proper signatures from officials and publish it in the hostel.
- The registers to be maintained by FRO are
  - Attendance register FRO & Wardens
  - Attendance register of kitchen staff
  - Daily accounts register
  - Cash book register
  - Office stationery register
  - Inventory stock register
  - Mess utensils stock register
  - Food checking register
  - Food wastage register

### **3.6. Roles, Duties & responsibilities of Lab / Library staff**

#### 3.6.1 Workshop Superintendent

- Coordinate with HoDs for proper usage of workshops
- Prepare, supervise and control workshop activities
- Check and inspect that all tools and equipment's are available and maintained in the correct place and that all equipment is in suitable working condition
- Control and set workshop behavioral standards
- Suggest ways and means to improve the facilities and standard of SAINTGITS workshops
- Perform all other duties as assigned by the management/principal in a professional and efficient manner

#### 3.6.2 Lab in Charge

- Ensure proper maintenance of the equipment in the Institution (Laboratory as well as workshops).

- Make sure that the labs are kept neat & clean always & the lab rules are properly followed & exhibited in the lab.
- Make sure that all necessary boards needed in labs are properly exhibited & updated.
- Maintain & update the following Registers.
  - Stock Register.
  - Log Register.
  - Maintenance/ Repair Register
  - Purchase files.
  - Movement Register
- Initiate steps for purchase of equipment & consumables for the lab concerned. File all submissions forwarded. Make sure that the purchase is affected and do necessary follow-up actions.
- Keep Lab Manuals in the lab & make sure they are updated.
- Arrange servicing of equipment & initiate steps to increase facility in labs.
- Take steps for the modernization of Labs.
- Conduct annual stock verification of your lab, make proper entries in the stock register & get it signed by HOD & Principal.
- At the end of each semester submit a performance report to HOD including difficulties faced in the lab with suggestions for improvement
- Suggest ways and means to improve the facilities and standard of SAINTGITS labs
- New purchase affected. (attach details with total amount of purchase)
- Details of maintenance & service of equipment.

### 3.6.3 Laboratory Staff

- Maintain the Log books & 'Movement Registers'.
- Assign fixed work spaces with all required equipment for each batch of students.
- Make sure that all equipment is functioning properly before each lab session.
- Faulty equipment should be transferred to the repair unit after entering the details in the maintenance register kept in individual labs & the Repair Register kept in the Repair unit.
- Display the Lab Rules in each lab & make sure that all students entering the lab follow them without fail.
- Display the list of all experiments.
- Maintain a lab manual for each lab work being conducted in the concerned labs.
- Should be present in the Lab during the regular/ extra lab sessions. Students are not permitted to enter the lab during the absence of Staff members.
- Ensure proper cleaning of the lab.
- List of additional consumables needed for next semester must be prepared & submitted well ahead preferably by the end of the previous semester itself.
- Update stock registers as & when new purchase is affected or equipment are transferred to other labs & get it signed by the HOD. Maintain a copy of invoices related to each lab.
- During regular lab sessions, verify the results of experiments and help students in troubleshooting. Also help them in their project work as & when needed.

- After each lab class ensure that all consumables & equipment issued for that particular lab are returned back, & the furniture is properly arranged.
- Leave of any kind will be permitted only after making proper arrangements for the work already assigned to them. This arrangement must be reported to HOD.
- Staff – in – charge of consumables may issue only the required components on demand to individual labs & maintain the issue register. Also consolidate & submit the purchase proposal to the HoD

#### 3.6.4 Librarian

- Selecting, cataloging and classifying library resource
- Answering readers' enquiries using library systems and specialist computer applications
- Management of library staff, training and/or supervisory duties
- Liaising with departmental academic staff, external organizations and suppliers
- Ensuring that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)
- Managing budgets and resource
- Supporting independent research and learning
- Assisting readers to use computer equipment, conduct literature searches etc
- Promoting the library's resources to user
- Maintain the library log book

#### 3.6.5 Library in Charge (Department)

- Coordinate with department library in charge
- Answering readers' enquiries using library systems and specialist computer applications
- Ensuring that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)
- Supporting independent research and learning

#### 3.6.6 Library Staff

- To generally assist the Librarian in planning of academic and professional work in the Library
- To contribute to the educational functions of the College by providing bibliographic guidance in the area of the specialization.
- To plan a book-acquisition programme in the area of specialization.
- To work out exchange and gift arrangements with institutions in India and abroad
- To develop documentation programmes in the concerned areas.
- To contribute toward professional inquiry and research through publications, attending seminars and conference
- To develop programmes of library management for improving efficiency of the library
- Any other duties assigned from time to time.



### 3.6.7 Counsellor

- Provide individual counseling for students
- Arrange and Provide small group counseling for students
- Act as a conduit to report to the Dy. Chief Warden for all matters concerning to the emotional wellbeing of students
- Providing support and Guidance for students that will promote and nurture the social and emotional wellbeing of students
- Interact with students in the lunch break
- Will impart the values of the Institution to the students
- Interact with the Placement Department and checkup the details of the students who require counseling from placement point of view and to do the needful
- Visit the hostels in the scheduled time for interacting with student hostellers
- Handling grievances of students in consultation with the respective authority
- Helping students to achieve their optimum level of personal and professional development by personal interactions
- Organize Student Welfare Management Team meetings

### 3.6.8 Security staff of College and Hostels

- He is responsible towards the FRO and hostel management for all security aspects of the hostel in which he is posted.
- Entrance of the hostel/college will be manned 24 hours
- He will:
  - Be properly dressed.
  - Check the employees who are coming in/Going out with an aim to avoid pilferage and will prevent unauthorized items being smuggled into/out of the hostel.
  - Ensure students who are going out of the hostel (other than going to college during college working hours) have entered their name in the “Movement Register” and once they come back see that the entry in the register is completed. He will be polite while asking the students to do so. If any student is not adhering to this instruction, he will report the name of the student to the Resident warden for taking corrective action.
  - Ensure that any persons other than hostel staff and inmates enter the hostel after entering their particulars in the visitors’ book. Once the visitor leaves the hostel the balance entries of the registers are to be completed.
  - Keep a watch on the hostel/college premises and report any untoward incidents/movements to Resident Warden immediately.
  - Ensure that stray animals are not loitering in the hostel premises.
  - Observe the inmates for any unnatural behavior/suspicious activity/indiscipline and report the same immediately to the Resident Warden.
  - Keep the gates of the hostel premises locked between 7.00 PM and 6.00 AM for Gents Hostel and 6.00 PM to 6.00 AM for Ladies Hostel daily except on Saturdays. On Saturdays, gates will be locked from 8.00 p.m. for Gent’s Hostel and 7.00 PM for Ladies Hostel. He

will open the gates during this time only after the instructions from Resident Warden/Faculty Warden.

- Produce the “visitors book” and “Movement register” daily by 7.30 P.M to the resident Warden. The security personnel shall also attend night patrolling of the hostel/college premises and buses. He shall take care of all facilities including switch on/off external light, UPS and other facilities and water pumps upon the instructions of the Resident Warden.
- In addition to the above, the security personnel are bound to observe the general instructions for security persons
- Ensure that all vehicles, which are parked in the hostel premises including two wheelers, are having proper authorization to park in such premises.

### **3.7 Roles & duties and responsibilities staff of Project Department**

#### **3.7.1 Planning, Maintenance and Construction**

All buildings, roads and other infrastructure facilities however well designed and conscientiously built, require maintenance and repair as they get older. Proper maintenance of the infrastructure is required to be carried out to maintain a safe environment inside these buildings. This is a continuous process and includes immediate remedial action for any fault besides preventive maintenance. The project department also deals with expenses associated with the ongoing care and upkeep of facilities, infrastructure, equipment, and space are planned, getting approval from the authorities and executed as per the specifications.

#### **3.7.2 Driver Cum Messenger**

- In addition to the duties already allotted, the Drivers cum Messengers are requested to collect the Attendance Slip and Attendance Register from the class rooms and staff rooms shown against their names at 9.35 am (first hour)
- Also in the afternoon, the Attendance Register should be placed in the staff Rooms at 3.30 PM by the Driver cum Messengers shown against their names in each block and the same may be collected at 4.30 PM.
- Also the driver cum messengers has to clear the notice boards, after checking the dates from respective blocks allotted to them.
- In the absence of any allotted staff, the person allotted in the other section in the relevant block will be automatically assigned for the job and he is responsible for the smooth execution of the job
- It is advised that the staff concerned should inform his colleague, in advance in case of leave or absence.

#### **3.7.3 Housekeeping Staff**

- Clean workspaces, common areas, offices, hallways, and bathrooms
- Restock bathrooms with supplies
- Keep track of cleaning schedule
- Empty trash bins

## **Chapter 4 - Committees**

Various committees have been formed to ensure the smooth and disciplined functioning of the College and the supporting departments. Depending on the nature of the committee, members are selected from the corresponding stakeholders. The responsibilities of these committees are given below.

### **4.1. Student Welfare Committee**

- First and foremost, to enable the student-teacher relationship by interacting with faculty and suitable cross section of students
- Listening to student's problems and understanding what is required for their conducive professional growth
- Addressing and provide suggestions related to various student related issues
- Develop meaningful relationship with parents and organizing meetings for them
- Not every student understands in the same manner, the committee therefore ensures that those who could not understand the topics shall be taught in an appropriate manner
- Conducting periodic meetings to understand student welfare requirements and provide necessary motivation by organizing activities and facilitating student interests without compromising academic interest and campus culture
- Organizing co-curricular activities for personality development
- Managing the needs for extracurricular activities, like music, sports, dance, etc. for students
- Arrange for congenial living environment in the campus including hostels for the students
- Arrange for special care for the weaker and needy sections of students
- Prepare plan and execute programmes for holistic development of the students
- Arrange to depute students to participate events/programmes outside the college

### **4.2. Student Grievance Redressal Committee**

Ensure a fair, impartial and consistent way for redressal of various issues faced by the stakeholders

- Uphold the dignity of the college by promoting cordial student-student relationship, student-teacher relationship, and teacher-teacher relationship
- Develop a responsive and accountable attitude among all the stakeholders, thereby maintaining a harmonious atmosphere in the college campus
- Ensure that grievances are resolved with complete confidentiality
- Ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized
- Ensure stakeholders to respect the rights and dignity of one another
- The cell shall hear the concerns of grievant and respondent any other person connected with the grievance
- Grievant and respondents shall be present in person before the cell for all hearings

- Grievance with legal complexity like sexual harassment/misconduct or of other criminal nature shall be dealt with after consulting with the Principal and Management for further legal advice
- The grievance cell shall find the facts and recommend to the Principal with a copy to the concerned person for further action
- The convenor is the custodian of minutes of meeting and it should include action taken report on resolving earlier grievances
- The convenor is responsible for uploading the details in the AICTE portal on timely basis

#### **4.3. Disciplinary Action Committee (DAC)**

- Any act of indiscipline, misbehavior and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC)
- Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the who in turn shall refer it to DAC
- On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case
- Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the for action
- Actions are to be based on the severity of the offense and are to be dealt with, on a course basis
- In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the shall be intimated to the Controller of Examination of the University

#### **4.4. Anti-Ragging Committee**

- Uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging
- Publicize to all students the prevalent directives and the actions that can be taken against those indulging in ragging
- Consider the complaints received from the students and report to the Principal for further steps
- Ensure that the required undertaking from the students and parents in accordance with the provisions are obtained and kept at the college office
- Conduct workshops against ragging menace and orient the students
- Provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls
- Take all necessary measures for prevention of ragging inside the Campus and Hostels

#### **4.5. Industry Interaction cell**

- Provide industrial exposure to faculty and students, thus enabling them to tune their knowledge to cope with the industrial culture

- Assist the departments in organizing workshops, conferences and symposia with joint participation of the industries
- Encouraging engineers / managers from industries to visit institution to deliver lectures
- Participation of experts from industries, in curriculum development or department advisory board
- Encourage faculty to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
- Industrial testing by faculty and technician at site, or in our laboratory
- Support placement department in arranging internship training for the students
- Identify the areas for executive development programmes in the areas of recent technological / management advances
- Assist the departments in establishing rapport with industries for taking up mini projects and projects
- Coordinate/ identify industrial partners for proposing R&D laboratories or 'Centre for Excellence' MoU between the institute and industries to bring the two sides strategically closer
- Encourage and support Industry Sabbatical for faculty

#### **4.6. Internal Complaint Committee**

- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees
- Make recommendations to the management for changes/elaborations in the rules for students, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and prevent such harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013
- Recommend appropriate punitive action against the guilty party to the Principal

#### **4.7. Women's Forum**

- Create social awareness about the problems of women and in particular regarding gender discrimination
- Develop the self-confidence of women and guide them regarding Women Welfare Laws
- Assert the importance of spiritual, economic, social, racial and gender equality and highlight the importance of health and hygiene
- Directs Women's role in the society and develop multidisciplinary approach for the overall personality development of them
- Organize seminars, workshops relating to women development

#### **4.8. Hostel Committee**

- Act as a bridge between the administration and hostel authorities on one side and the students on the other side
- Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, etc.
- Prevent issues between students by ensuring discipline in the hostels
- Implementation of decisions taken by the Institute Head regarding hostel and its inmates

#### **4.9. Community Service Cell**

- Enable the students to understand themselves in relation to the community and imbibe social values as well as develop a sense of social and civic responsibility
- Train students to understand the community and develop sensitivities towards community issues such as gender disparities, social inequity, ecological sustainability, etc.
- Assist the students in identifying the needs and problems of the community and learning to work with them in problem solving processes using technical / managerial knowledge
- Develop the competence of students for group living, team work, sharing of responsibilities, and mobilizing community participation
- Inculcate leadership qualities and instill democratic values among the students and enable them to live as good citizens who contribute to national integration and social harmony
- Enhance the preparedness and skills of the students to assist the community in times of emergency and natural disasters
- Establish the broad principles for planning, implementing, monitoring and evaluating community engagement, outreach activities, institute processes and strategies to drive the Institutional Social Responsibility
- Set up and streamline mechanisms and structures for promoting, coordinating, monitoring and improving the community engagement and outreach activities of the college
- Integrate curriculum-based community engagement with teaching, learning and research activities and create extended learning opportunities for students by way of understanding the problems of others, by providing actual help and learning from such experiences
- Enter in to sustainable cooperative partnerships with beneficiary communities and collaborative arrangements with governmental agencies and non-governmental organizations to improve the outcomes and enrich the learning opportunities through programs like EPICS

#### **4.10. Staff Welfare Committee**

- Look after the needs of the staff to maintain their high morale and recommend suggestions for improving facilities for the members of staff
- Ensure favorable working environment for members of staff
- Lend a hand to staff members in times of illness and difficulties
- Ensure better harmony of campus life

#### **4.11. Canteen Committee**

- Ensure minimum wastage of energy and water usage by putting into practice the three R's Reduce, Reuse and Recycle wherever possible
- Ensuring maintenance of canteen standards and development of human resources by making use of customers' feedback as a source of improvement
- Canteen committee proposes major decisions on the operation of the canteen
- Canteen committee convenor directs the canteen staff and members to oversee matters related to day-to-day management of the canteen
- Plan, organize, control and evaluate the needs of the canteen
- Ensure a healthy and safe working environment
- Ensure periodic revision of canteen menu and price list
- Monitor, and if required recommend to the Principal to upgrade the condition of the canteen's facilities and major equipment

#### **4.12. Library Council**

- Collecting the requirements of the text books, reference books, journals from various departments and ensuring adequate number of copies are made available in the library as per norms balancing the requirements
- Plan and implement the up scaling of library automation, procedures, digital library development and usage, etc.
- Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the Principal
- Conducting annual stock verification
- Advise the Library staff regarding general library development

#### **4.13. Transportation Committee**

- Review the operation of vehicle in all routes
- Recommend to the Principal for additional transport facilities as and when required
- Take necessary steps for prevention of usage without proper bus pass
- Conducting meeting with all staff in-charges of buses once in a semester

#### **4.14 SC/ST MONITORING COMMITTEE**

- The cell should make sure that no incident of discrimination happens in the campus and will take follow up actions on any such issues
- The committee should meet two times in a semester to monitor the curricular, extracurricular and co-curricular activities report of the respective students compiled by faculty in charge

#### **4.15 ETHICS COMMITTEE**

- Propose the Code of Ethics for the Institution and formulate policies for corrective actions
- Organize activities to communicate the Code of Ethics to all staff and students

- Report breaches of Code of Ethics or non-compliance of ethical practices among students, faculty and staff to the Principal
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms and also conduct the internal ethical auditing
- Create an environment within the campus where ethical behaviour is the norm
- Enhance the worth, dignity, potential, and uniqueness of each individual within the institution and, thus, to the service of society
- Commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development by emphasizing the safety, public health, environmental protection, and sustainable development

#### **4.16 SPORTS COMMITTEE**

- Plan and conduct all sports and games activities in the college including competitions
- Train students for inter college and university level competitions
- Monitor and maintain the discipline in players
- Schedule all the related activities without affecting the class work and examination schedule
- Provide system of development of sports and extracurricular activities
- Plan and monitor the maintenance of all the infrastructural facilities related to sports and games and up keep all play grounds and sports equipment and facilities
- Organize Inter collegiate tournaments on approval from the Principal
- Organize Annual Sports Meet for students and staff on approval from the Principal



## Chapter 5 – Financial Policies

SAINTGITS, being a professional institution follows budgetary system and maintains high accounting standards in its operations. Institutions and departments need to prepare annual budgets which will be reviewed and approved if found by justifiable by the Finance Committee.

The financial power of various designations are as follows:

### 5.1 Financial Power

#### 5.1.1 Secretary

Secretary to the Governing Board is vested with powers assigned to him by the Governing Board of the Society. He, in this regard, has the following powers:

- To appoint and fix the remuneration / salary to the teaching and non-teaching staff of the college and also sanction increments.
- To purchase fixed assets and incur expenses.
- To make investment decisions
- To arrange for resource mobilization to meet the financial requirements of the college.
- To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal / HODs, etc., over and above their delegated powers.
- To delegate financial powers down the line in case of any exigency.
- To enter into any contract for any service or work.
- To introduce adequate checks & control systems to enforce financial discipline.

#### 5.1.2 Director & Provost/ Associate provost

Director, Saintgits Group of Professional institutions and Provost/ Associate provost have power upto Rs 1,00,000 to spend which they feel appropriate and beneficial for the institutions.

#### 5.1.3 Principal

Principal is delegated with financial powers up to a maximum of Rs. 1,00,000/- for purchase and unplanned up to Rs. 50,000/- and cumulative expenses is to be within the approved budget for the year.

- To authorize purchase of consumables for laboratories over and above the powers of the Head of the Departments.
- To permit reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the Secretary and Correspondent.
- To entertain (to allocate an amount for) guests.
- To sponsor faculty / staff for any academic and co- curricular activities as per norms.

- To authorize any other expenses, he may deem essential.

The Principal may in case of any contingency obtain oral permission from the Secretary, if the expenditure to be incurred exceeds his powers and get ratified by the along with required receipts. Principal is an authorized signatory for bank accounts of the college and approving payments for monthly salary of its employees.

#### 5.1.4 Director/ Dean of School/ Institute

Director/ Dean of a School/ Institute is delegated with financial powers up to a maximum of Rs. 1,00,000/- for purchase and unplanned up to Rs. 50,000/- /- and cumulative expenses is to be within the approved budget for the year.

- To authorize purchase of consumables and stationaries
- To pay the remuneration and honorarium of guest/ visiting faculty members and corporate talks / resource persons of workshops/ seminars/ webinars etc.
- To approve and pay the honorarium for training
- To permit reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the Secretary.
- To entertain guests.
- To sponsor faculty / staff for any academic and co- curricular activities as per norms.
- To purchase stationary items for the school/ institute.
- To authorize any other expenses, he may deem essential.

The Director/ dean may in case of any contingency obtain oral permission from the Secretary, if the expenditure to be incurred exceeds his powers and get ratified by the Secretary along with required receipts.

Director/ dean is an authorized signatory for bank accounts of the Institute/ School and approving payments for monthly salary of its employees.

#### 5.1.5 Heads of Departments

The HODs are delegated with powers up to Rs. 5,000/- /- and cumulative expenses is to be within the approved budget for the year. The expenses for the activities of the department includes

- Remuneration for conducting Department Level Workshop, Seminar, Webinars etc
- Purchase of Stationery items for the Department.
- Other Petty Expenses for the Department

#### 5.1.6 General Manager

The General manager is delegated with powers up to Rs. 5,000/- The expenses for the activities of the department includes

- Entertain guests
- Meeting emergency expenses
- Purchase of Stationery items for the Department.
- Other Petty Expenses for the Department

#### 5.1.7 Librarian

The Librarian is delegated with powers up to Rs. 5,000/- The expenses for the activities of the department includes

- Purchase of Stationery items for the Department.
- Other Petty Expenses for the library

#### **5.2 Audit**

Books of accounts, and records of the college are periodically audited by an external chartered accountant and the audited reports will be placed before the Finance Committee and Governing Body for its approval.