



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally accredited (III Cycle) with "A" Grade

ISO 9001:2015 Certified

Annamalai Nagar, Tiruchirappalli – 18

ADMINISTRATION MANUAL

Authorized by	Principal & Secretary
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INDEX

Section No.	Document Description
1	Introduction
2	Staff Recruitment
3	Salary / Welfare Measures / Allowances Recognition / Terminal Benefits
4	Leave Rules
5	Performance Appraisal System (PAS) and Promotions
6	Office Discipline and Decorum
7	General

LIST OF ANNEXURES

Annexure no.	Annexure Description
I.	Other Rules & Regulations
II.	Faculty Appraisal Form
III.	Objective of the College
IV.	Feedback system
V.	Corrective & Preventive Action Report For Non-Attainment of Results
VI.	Corrective & Preventive Action Report For Feedback Analysis
VII.	Report Format for Conference / Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture Organized / Participated
VIII.	Students – Rules & Regulations
IX.	Hostel - Code of Conduct

OVERVIEW

The Administrative Manual is a reference book for College staff performing administrative and managerial duties on a daily basis. The document includes directions for filling out forms, diagrams of reporting relationships, processes for requesting assistance, and a breakdown of responsibilities. The guidebook also acts as a comprehensive reference guide to the University's operations and programmes.



SECTION 1

Introduction

- 1.1 About the Institute
- 1.2 Vision, Mission, objectives and Core Values
 - 1.2.1 Vision Statement
 - 1.2.2 Mission Statement
 - 1.2.3 Core Values
- 1.3 Quality Policy
- 1.4 Human Resources Management Policy
 - 1.4.1 Objective
- 1.5 Definitions of Terms used in this Policy
- 1.6 Organogram

1.1 About the Institute



Cauvery College for Women (Autonomous) is the first unassisted women's college in India, founded in 1984–85 by the Reddy Educational Trust. Our institution is celebrating 35 years of empowering women by providing knowledge. The Trust is made up of 48 philanthropists who are dedicated to advancing women's higher education in the Tiruchirappalli area. This respected institution strives for educational quality, and we have welcomed many first-generation learners and students from rural areas into several fields of study. The main goal of our institution is to place a greater emphasis on developing our students' knowledge base, as well as professional competency, self-confidence, managerial talents, and entrepreneurial development.

Vision, Mission, Objectives and Core Values

Vision Statement

“To promote Academic Excellence, inculcate qualities of Competence, Confidence and Excellence for Employability and developing Self Reliant individuals.”

Mission Statement

- ☐ To impart higher education to Women Students from local and rural areas.
- ☐ To inculcate knowledge of a high order and to instill in the students a scientific approach to information technology.
- ☐ To make our wards aware of entrepreneurial development.
- ☐ To impart skills to the level of excellence and thus present a value system in the youth entrusted to us.

Objectives

- ☐ To empower students to participate in social, cultural and economic spheres and contribute positively to the uplift of the society.
- ☐ To promote academic excellence by adopting customized learner focused methodologies.
- ☐ To develop self-reliant and competent women by tapping and nurturing their potential through curricular and extracurricular activities.
- ☐ To provide skilled manpower by imparting in depth knowledge and keeping abreast with changing trends in technology.
- ☐ To inculcate the spirit of nationalism, uprightness and self-confidence enabling themselves to become responsible members of the society and useful citizens of the nation.

Core Values

- Academic Excellence
- Employability
- Self-Reliance



1.3 Quality Policy

The Quality Policy of Cauvery College for Women (Autonomous) is set out as:

The Institution is dedicated to inculcate a dynamic equilibrium for Women with:

- ☐ Academic Excellence and Qualities of Competence
- ☐ Confidence and Excellence to gratify the needs of Employability and enshrine as Self-reliant Individuals.
- ☐ Imparting Knowledge of higher order and Entrepreneurial skills embedded with Cultural and Social Values.

The Management is committed to satisfy all the applicable statutory requirements.

1.4 Human Resources Management Policy

Human resources are at the heart of any organisation, serving as its lifeline and determining its

outcome. CCW is committed to establishing high standards of personnel management that prioritise transparency and traceability.

Objective

The goal of this Manual is to establish policies and procedures that will govern the management of personnel involved at various levels, as listed below:

- ☐ Hiring different types of employees
- ☐ Defining roles and responsibilities
- ☐ Training and positioning Adequate compensation and rewards
- ☐ Improving performance and effectiveness
- ☐ Maximizing productivity by improving knowledge, skills, and attitudes
- ☐ Creating comfortable working conditions

1.5 Usage of Definitions of Terms in this Policy Manual

1. **Academic Year:** Refers to the duration stipulated in the Academic calendar for activities of odd and even semesters. June to May is considered an academic year in current practice.
2. **Basic Pay:** The element of pay scale that is part of all emoluments earned by an employee while on duty, on leave, or on holidays with earnings in accordance with the terms of the employment contract and which are paid or payable in cash to him/her.
3. **Calendar Year:** A period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
4. **CCW:** Cauvery College for Women (Autonomous).
5. **Competent Authority:** The authority appointed by the Trust for the purposes of these rules – Governing Council.
6. **DA:** Dearness Allowance declared by the Management periodically.
7. **Employee:** Any person who is employed for salary in any kind of work including teaching, support service including lab, office or otherwise, or in connection with the work of CCW and who gets his salary directly from CCW
8. **FDP:** Faculty Development Programme
9. **Financial Year:** A period commencing from the 1st day of April of the current year ending with the 31st day of March of the succeeding year.
10. **GB:** Governing Body of CCW
11. **HOD:** Head of the Department
12. **HRIC:** Human Resource In-Charge

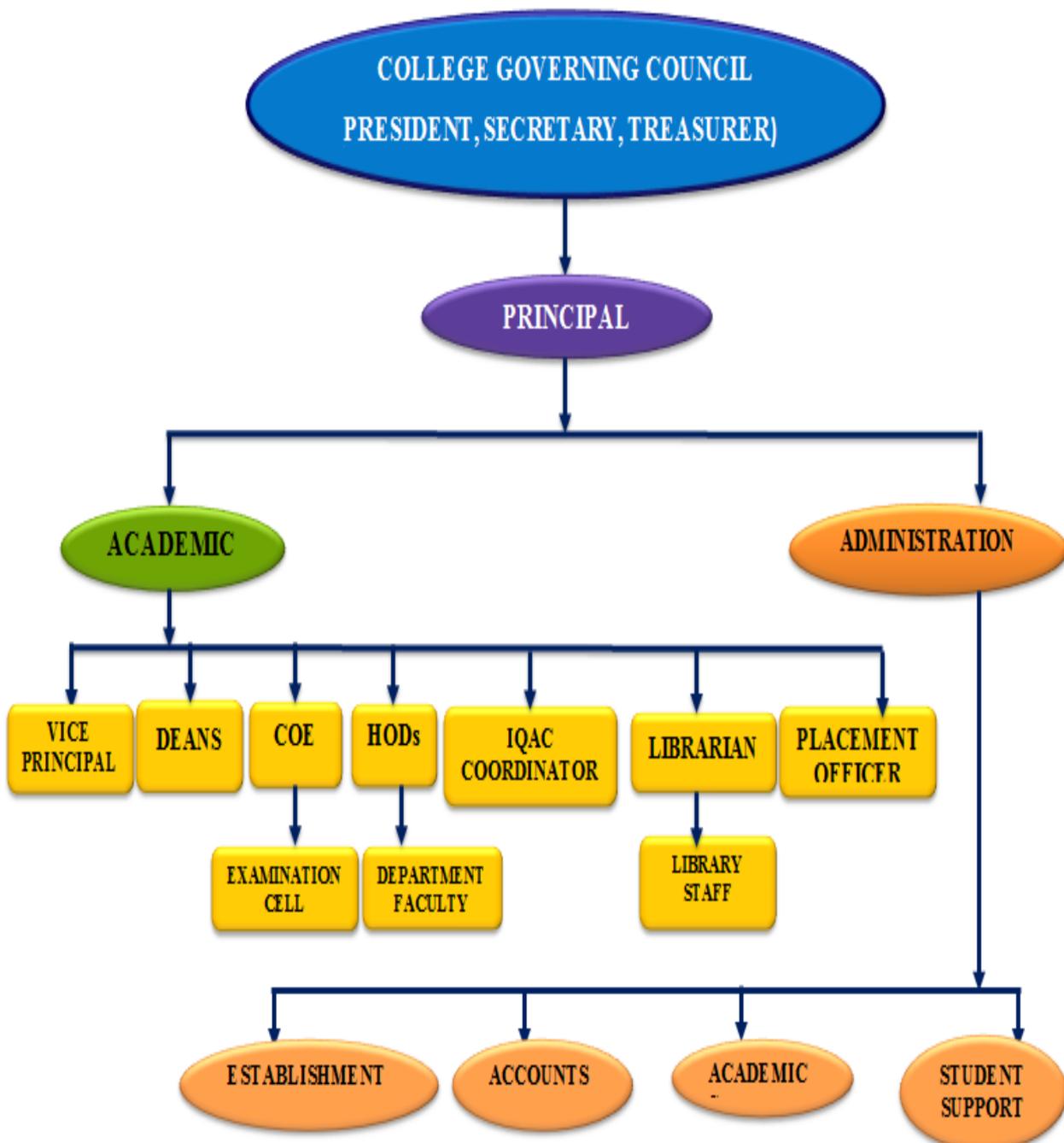
13. **OM:** means the duly appointed Office Manager of CCW

14. **Rules:** Rules stipulated in the HR Policies and Procedures Manual of CCW and include all schedules and annexure appended to this manual and any amendments made from time to time thereto.

1.6 Organogram

The below chart shows the present Organization Structure of Cauvery College for Women (Autonomous). Functions of Statutory Bodies are attached.

ORGANISATIONAL CHART



SECTION 2

Recruitment, Appointment, Induction and Transfer

- 2.1 Planning for Human Resources
- 2.2 Classification of Human Resource in CCW
- 2.3 Appointing Authority
- 2.4 HR In-Charge (HRIC)
- 2.5 Recruitment Policy & Process
 - 2.5.1 Job Analysis, Job description and Terms of Reference
- 2.6 General Criteria Governing Recruitment
 - 2.6.1 Age
 - 2.6.2 Assessment process
 - 2.6.3 Checking of References
 - 2.6.4 The Offer Letter
 - 2.6.5 Medical Fitness
 - 2.6.6 Letter of Appointment
 - 2.6.7 Joining Report
 - 2.6.8 Redeployment / Transfer
- 2.7 Probation and Confirmation
- 2.8 Personal File
- 2.9 Training and Development of Staff
 - 2.9.1 Induction to Staff
- 2.10 Identity Card



Recruitment, Appointment, Induction and Transfer

2.1 Planning for Human Resources

CCW believes in professional excellence. To this extent CCW believes in employing competent

persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements.

2.2 Classification of Human Resource in CCW

CCW includes the following staff categories.

- a. **Regular Employee:** One who has a permanent position in the organisation and has had his or her appointment confirmed in writing by the appointing authority.

Employees at CCW are classified into the following groups:

- i. **Teaching Staff:** Deans, Professors, Associate Professors, Assistant Professors, Physical Director and Librarian.
 - ii. **Technical Support Staff:** Computer Programmer, Lab Assistants, Lab Attendants, Electricians and Drivers.
 - iii. **Administrative Staff:** President, Secretary, Treasurer, Principal, Controller of Examination Staffs, Office Manager, Accounts Manager, Office and Accounts staff, Library staff, Hostel Wardens / Staff, House Keepers etc.,
- b. **Contract Employee:** One who is hired because of his or her experience and expertise on a contract for a set period of time or for specific work that is limited to two years but can be extended for a mutually agreed upon period based on performance evaluations and the needs of CCW at the time. Contract employees are bound by the terms and conditions agreed upon at the time of their appointment.
 - c. **Guest Faculty:** Any faculty engaged from time to time as guest faculty.
 - d. **Any other class of Employee:** Any other category of employees may be hired as needed by the institution and are governed by the terms specified.

2.3 Appointing Authority

- a. **Appointment of Principal & Secretary:**

The authority as decided by the Reddy educational Trust from time to time.

- b. **Appointment of Faculty / Support Staff / Employees:**

The Principal and Secretary will appoint all other CCW staff on behalf of the Board of Trustees. On a regular basis, the Board of Trustees is updated on staffing needs, appointments, and other details.

2.4 HR In-Charge (HRIC)

- i. HR Management will be overseen by the Principal and Secretary.
- ii. Any other individual who has been expressly appointed or delegated authority to manage HR-related responsibilities.

2.5 Recruitment Policy & Process

2.5.1 Job Analysis, Job Description and Terms of Reference

Every position in the organisation must be based on a need assessment and a work analysis. The Principal and Secretary, in consultation with the Dean / HoD concerned, will determine whether a new position should be created or an existing position should be closed.

Each job and position must be examined for job content and broken down into knowledge and skill requirements. This analysis, however, will be performed on an as-needed basis by Deans and HoDs in accordance with the procedures in place.

The job description and Terms of Reference are in accordance with the regulations in effect at the time of appointment and are communicated to the appointees at the time of offer of appointment.

2.6 General Criteria Governing Recruitment

2.6.1 Age

For any post including Assistant Professors, Associate Professors and Professors, the maximum age should not be above 58 (Fifty Eight) years. The minimum age for recruitment is 18 years.

- ✓ CCW does not permit child labour
- ✓ Maximum Age limit for teaching staff & non-teaching shall be up to 58 years
- ✓ CCW reserves the right to do a background verification on the staff recruited.

2.6.2 Assessment process

Depending on the situation, the assessment process may include either a skill test or an interview. Non-teaching personnel will be hired based on an evaluation of their skills and references.

2.6.3 Checking of References

CCW the right to conduct reference checks with the referees provided by the candidate. The college will, as a matter of policy, contact the current employer as part of the reference check.

2.6.4 The Offer Letter

The Offer Letter will be sent to the selected candidate once the references and performance of the individual are found to be satisfactory. Candidates are required to confirm their acceptance in writing.

2.6.5 Letter of Appointment

If previously appointed, the selected candidate must bring the relieving order from the previous organisation before beginning duty. Subject to reference checks and a pre-employment medical examination, the candidate is given an appointment letter signed by the Appointing Authority.

The following information should be included in the appointment letter:

- 1) The job's designation/title, as well as the job's specific responsibilities
- 2) The level of command / reporting to and accepting responsibility in the absence of supervisors.

The employee should sign the letter of Appointment and Job Description (JD) as a sign of acceptance.

2.6.6 Joining Report

When joining, the candidate must present the duly completed and signed joining report to the Principal & Secretary / HRIC.

2.7 Probation and Confirmation

1. All new employees will be on probation at first. It will last 12 months.
2. It is the responsibility of the concerned HoDs to conduct monthly reviews and report to the Principal & Secretary (or) HRIC. The probationer's confirmation or termination will be decided by the Principal and Secretary.
3. Notwithstanding the foregoing, Management reserves the right, in its sole discretion, to terminate an employee at any time during the probation period.

2.8 Personal File

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Bio-data
2. Copy of certificates (birth and educational qualifications)
3. Appointment letter / Contract letter
4. Joining Report

The Principal & Secretary (or) HRIC will keep personnel files on all employees, including those who work in the office. Employees must notify the Principal & Secretary (or) HRIC in writing of any changes in marital status or contact address.

2.9 Training and Development & Induction of Staff

Following the completion of the formalities, all newly hired employees will be subjected to appropriate training and induction programmes designed to familiarise them with the organization's dynamics. The methodology would be guided interaction with the various staff sections. A training module package, including FDPs and other training sessions, will be developed and implemented for the induction process.

Identity Card

All CCW employees are required to have photo ID cards, which they must bring to their respective workplaces and while travelling. The Principal and Secretary (or HRIC) will issue these cards to new employees within 15 days of their arrival at the organisation. Employees are required to return their Identity Card to the organisation at the time of termination of service, which should be destroyed immediately by the Principal & Secretary (or) HRIC. HRIC maintains a register for the purpose of issuing ID cards.



SECTION 3

Salary / Welfare Measures / Allowances Recognition / Terminal Benefits

3.1 Salary

3.1.1 Basic Pay and allowances

3.1.2 Wage Fixation

3.2 Increment Policy

3.3 Provident Fund

3.4 Welfare Measures

3.1 Salary

3.1.1 Basic Pay and allowances

- a. CCW shall pay its employees' wages and allowances in accordance with the agreement / appointment order.
- b. The total monthly salary will be deposited directly into the employee's bank account on the first working day of the following month.
- c. Monthly salary payments shall be made after deductions in accordance with statutory provisions.

3.1.2 Wage Fixation

- a. Faculty: The Management shall respect the practice of Grades and varying Scales for regular service staff.
- b. Non-Teaching Staff: Pay and grade scales are determined by their qualifications and experience of CCW.

3.2 Increment Policy

In order to recognise and reward employee performance, the organization's philosophy is that compensation should be increased on an annual basis.

3.3 Provident Fund

CCW is committed to adhering to the Employees Provident Fund's statutory provisions. Employee salaries will be deducted and deposited into designated provident fund accounts, along with the organization's contribution.

3.3 Welfare Measures

All CCW employees, regardless of cadre, are entitled to the following benefits:

1. ESI / PF / Group Gratuity
2. Full month salary as Diwali Bonus
3. Medical claim (Accidents) - for staff and students
4. Reward for employees on completion of 25 years' service in CCW
5. School Fee concession to children of CCW staff / employees
6. Gift to newly wedded staff members
7. Gift to staff members upon completion of their Ph.D. Viva voce.
8. Maternity Leave



SECTION 4

- 4.1 Casual Leave
- 4.2 Study Leave / Leave to attend QIPs
- 4.3 On-Duty (OD)
- 4.4 Maternity Leave
- 4.5 Leave on Loss of Pay (LLP)
- 4.6 Vacation
- 4.7 Absence from Duty due to Bandh, etc.
- 4.8 Furnishing address on leave
- 4.9 Declared Holidays

Leave Rules

CCW offers various types of leave to accommodate its employees' various needs. Leave should be taken with sufficient notice so that the organization's work is not jeopardised. It is not permissible to assert a right to leave. The leave sanctioning authorities must use their discretion in sanctioning the leave so that the impact on the normal operation of the college is minimal. Staff can take the following types of leaves.

4.1 Casual Leave

- ☐ A total of 12 days of casual leave are granted per year. However, for temporary and probationary employees in each category, the eligible casual leave is only one day for every month of service completed.
- ☐ Casual leave is granted on a calendar year basis, from January 1st to December 31st of each year.
- ☐ Casual leave can be taken prefixing or suffixing Sundays and other sanctioned / declared holidays only with the permission of the Principal and Secretary. Duty Leave and Compensatory time off, on the other hand, can be combined with Casual Leave.

4.2 Study Leave / Leave to attend QIPs

Faculty members may take study leave for higher education and/or to participate in Quality Improvement Programmes (QIPs) / Internships at the discretion of the Principal and Secretary. However, the decision will be made in the best interests of the institution, and the Principal and Secretary's decision will be final.

4.3 On-Duty (OD)

On the recommendation of the Head of the Department, faculty members may use up to 10 days per year (calendar year) as on-duty (OD) for academic purposes with prior notification and approval from the Principal and Secretary. Annexure VII reports must be submitted for any conference, seminar, workshop, FDP, refresher course, training, industry visit, academic visit, or guest speaker that was organised or attended.

However, the faculty members who are in-charge of NSS / NCC, etc., can avail more than 10 days, based on the need and necessities with prior intimation and approval from the Principal & Secretary.

4.4 Maternity Leave

All female employees are entitled to maternity leave for up to six (6) months, three (3) months with pay and three (3) months without pay.(LoP)

4.5 Leave on Loss of Pay (LLP)

If an employee does not have any leave available to him or her, he or she may request leave on loss of pay in special circumstances.

4.6 Vacation

In addition to the aforementioned, the teaching staff and technical support staff are eligible for vacation in the following ways:

Faculty members who have served for one year are eligible for four weeks of vacation per year. Normally, three weeks of vacation are given during the months of May and June. However, the vacation period may be reduced as needed. Faculty with less than a year of service are not eligible for vacation. Technical and support staff are eligible for two weeks of vacation. The College reserves the right to prevent any staff member from taking a portion or the entire vacation if his or her services are deemed necessary during that time. Vacation Leave, on the other hand, will be subject to management decision for both teaching and non-teaching employees.

4.7 Absence from Duty due to Bandh etc.

CCW does not support bandhs or hartals as legitimate forms of protest, and no special leave will be granted to employees on days of bandh or hartal.

4.8 Furnishing address on leave

A staff member who has been granted leave and leaves his place of duty should provide the CCW office with the address where he can normally be reached while away from the station.

4.9 Declared Holidays

The CCW office, as well as all of its offices, will be closed on government-designated holidays.



SECTION 5

PERFORMANCE APPRAISAL SYSTEM (PAS) AND PROMOTIONS

- 5.1 General
- 5.2 Principles of Performance Management System
- 5.3 The System Basis
- 5.4 Performance Planning
- 5.5 Assessment, Recognition, Reward & Penalty
- 5.6 Consequences of Performance Assessment
- 5.7 Promotions

5.1 General

CCW believes it is critical to assess each employee's performance against planned results in order to recognise / appreciate / reward deserving employees, make efforts to bring under-performers to satisfactory levels of result achievement, and replace non-performers.

The CCW Performance Management System (PMS) includes mechanisms for performance planning, feedback and counselling, assessment, recognition, and capacity enhancement.

In job management, performance will be evaluated against predetermined performance objectives and value-based behaviour. Additionally, Annexure IV Student Feedback, Corrective Action & Preventive Action Reports (attached as Annexures V & VI) are considered.

5.2 Principles of Performance Management System

- a. Connect plans to short-term goals that are consistent with the organization's overall vision and mission, as well as its immediate strategic objectives.
- b. Concentrate on high-priority results (rather than routine activities) related to strategic goals.
- c. Obtain regular feedback from co-workers and students.

5.3 Performance Planning

- a. This entails selecting attainable and results-oriented objectives from the short-term organisational plan.
- b. Each year, a performance plan for each employee will be prepared in the months of April and June, outlining realistic goals and expected outcomes.
- c. These are known as Key Result Areas (KRA) for Staff. Indicators should be specified in relation to these Key Result Areas.
- d. This strategy must be developed in collaboration with the immediate supervisor/HOD and approved by the Principal.
- e. It should then be signed by the employee, and a copy should be given to him/her, as well as another filed in the employee's personal file. It is also acceptable to use a digital file equivalent.
- f. Employees should review their approved performance plans with their supervisor at least once a quarter to ensure that results are progressing satisfactorily.

5.4 Assessment, Recognition, Reward & Penalty

The annual performance appraisal will take place at a time determined by the organisation. This is critical because it is during this exercise that the employee's achievement / shortfalls of their performance objectives and results for the year will be critically measured based on the set objectives and the findings of the quarterly / semi-annual reviews. Each employee's performance will be graded on a predetermined common scale. The Principal and Secretary, as well as the Rewards Committee, will decide on the type of award to be given each year. The faculty appraisal is carried out in accordance with Annexure II.

5.5 Consequences of Performance Assessment

- a. If an employee fails to perform in accordance with his or her performance plan, the HOD shall develop a Performance Improvement Plan for the employee for a period of six months. During this time, the employee must raise his or her performance to the expected levels.

- b. If the employee fails to meet these expectations within the specified/extended time frame, the employee's CCW service may be terminated. However, the final decision may be made by the Principal and Secretary.

5.6 Promotions

Promotions to higher positions are made on the basis of competencies, past performance, and merit. As a result, upon promotion, the individual's work profile and responsibilities will change. In this regard, the organisation will always take into account the UGC rules and regulations.

Non-teaching staff will be granted time-bound Grade Promotions in accordance with the Pay Revision, as well as performance criteria.



SECTION 6

Office Discipline and Decorum Late Attendance with Permission

- 6.1 Movement Register
- 6.2 Duties and Responsibilities of the Deans / Directors / Heads / Faculties
- 6.3 Conflict of Interest
- 6.4 Consumption of intoxicating drinks and drugs
- 6.5 Disciplinary Action
- 6.6 Competent authority to initiate disciplinary proceedings and impose penalties
- 6.7 Misconduct
- 6.8 Harassment
- 6.9 Sexual Harassment
- 6.10 Grievance Redressal Procedure
- 6.11 Consequence of Misconduct
- 6.12 Penal Actions
- 6.13 Retirement
- 6.14 Voluntary Retirement
- 6.15 Termination of Services
 - 6.15.1 Medical Grounds
 - 6.15.2 Termination on Disciplinary Grounds
 - 6.15.3 Termination on grounds of Judicial Conviction / Observation
 - 6.15.4 Termination for Prolonged Absence
 - 6.15.5 Premature Termination of Contract
 - 6.15.6 Termination on grounds of non – performance
 - 6.15.7 Notice Period
 - 6.15.8 Resignation in the wake of Disciplinary Proceedings
 - 6.15.9 Death
 - 6.15.10 Documents to be submitted on Separation from CCW



6.15.11 Exit Interview

6.22. Professional Demeanour of CCW Employees

Office Discipline and Decorum

6.1 Office Hours

- Normal office hours are from 09.00 A.M. IST to 05.00 P.M. IST, with a one-hour & 15 minutes lunch break between 12.00 P.M. IST and 01.15 P.M. IST.
- The class times are from 09.00 A.M. IST to 03.05 P.M. IST, but if necessary, the Department Heads may extend the time until 5.00 PM with proper written approvals.
- Management has the authority to change the pattern of working days and hours.
- Any changes to the Class and Office hours must be communicated to the appropriate staff.
- All employees must report to work at the assigned time and location. Late comers on a regular basis will face disciplinary action.
- All Teaching Staff must sign in their Attendance Register in the morning before 9.00 A.M. IST and in the afternoon after 3.00 P.M. IST. All other employees will work from 9.00 a.m. to 5.00 p.m., and the same procedure will be followed.

6.2 Late Attendance:

Staff Members are expected to arrive on time for work. Only those who have been delayed due to unforeseen situation 'will be permitted to sign the register.

6.3 Movement Register

The Principal/Administration must keep a movement register, and all staff must record movement during office hours for official purposes.

6.4 Duties and Responsibilities of the Deans / Directors / Heads / Faculties

The duties and responsibilities of faculty members are defined by the UGC / Bharathidasan University. However, any additional work assigned by the principal in the interest of college/student development, or in the event of an emergency, must be completed by staff members as directed by the Principal and Secretary.

6.5. Conflict of Interest

A conflict of interest can be defined as a situation in which a decision-making authority is perceived to have a personal stake in the decision's outcome. This policy addresses various situations that a CCW employee may encounter in the areas of financial control, personal integrity, conflicts, and so on, as well as the role that they should play in such situations. This policy establishes a common code of conduct for all CCW employees to follow. CCW employees' activities must be legal and free of conflicts with their responsibilities. They are not to misuse CCW resources or influence, nor are they to discredit the organization's good name and reputation.

CCW policy states that no employee shall take any action or make any statement with the intent of influencing the action of another, including donors and beneficiaries, to benefit the employee's or the employee's family members' private interests rather than the CCW's.

The following are to be avoided in the best interest of the organisation:

- Soliciting subcontractors and vendors for donations / advertisements to a charity in which the employee is involved
- Using CCW facilities for personal purposes or for the business of a spouse or relative
- Treating personal expenses / trips as official expenses / trips
- Making a promotion decision about a spouse or relative
- Authorization of self in case of leave, travel advance, etc.
- Purchasing equipment from suppliers at steep discounts for personal use in the name of CCW
- Using CCW purchasing power to acquire goods or services for the benefit of the employee or his/her family members
- No employee may solicit or accept, directly or indirectly, any

substantial economic value gift, gratuity, or favour from which either party may infer any obligation.

- No employee shall authorise the use by CCW of any product or service furnished by a firm in which the employee or an immediate family member has a financial interest.

6.6 Consumption of intoxicating drinks and drugs

CCW work places must be completely drug-free, and all employees must strictly follow any law relating to intoxicating drinks or drugs in effect in all CCW workplaces.

6.7 Disciplinary Action

CCW reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

6.8 Competent authority to initiate disciplinary proceedings and impose penalties

Unless otherwise specified by the Executive committee, the Principal and Secretary/Principal is the competent authority to initiate disciplinary proceedings and impose any of the penalties specified hereunder, depending on the nature of the misconduct.

6.9 Misconduct

A code of conduct for faculty and non-teaching staff is drafted and attached as Annexure I. Students' Rules and Regulations and Hostel Code of Conduct, are framed and attached in Annexures VIII. Any violation of the Institution's rules and regulations is considered misconduct and must be addressed through disciplinary action by Management.

6.10 Harassment

CCW Management is committed to provide a work environment free of all forms of intimidation or offences that may interfere with an individual's dignity or job performance, and as such, no act that jeopardises the integrity and honour of employees will be permitted or tolerated. Harassment of any kind, whether verbal, physical, or visual, will not be tolerated. Harassment in the workplace will not be tolerated on the

basis of caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status, or any other factor.

6.11 Sexual Harassment

The CCW's Policy on Preventing Sexual Harassment at Workplace is in place and has been framed in accordance with the statutory requirements / orders issued by the Honble Supreme Court of India. The policy declared by CCW governs the definition of sexual harassment, the mode of complaint, the investigation procedures, the punishment, and so on. If found, there will be no tolerance and immediate termination.

6.12 Grievance Redressal Procedure

A Grievance Redressal Committee is formed to address employee grievances. The Grievance Redressal Committee will be made up of at least three staff members from both genders. The Committee will be a permanent arrangement for in-house investigation of employee grievances. The Committee's Chairperson will be the Principal and Secretary, or any other person appointed by the Principal and Secretary.

The policy declared by CCW governs the definition of grievance, mode of expression of grievance, and redressal mechanism.

6.13 Consequence of Misconduct

Depending on the gravity of the offence, the aforementioned offences may result in penalties ranging from suspension to dismissal.

6.14 Penal Actions

The following steps are to be followed with regard to all disciplinary actions:

- ❖ Verbal Warning
- ❖ Written Warning (Memo)

6.15 Retirement

This college will adhere to the Tamil Nadu government's superannuation rules. It is currently 58 (fifty-eight) years old. An employee of CCW may retire at the age of 58 (fifty-eight), which is the age of superannuation. After retirement, an employee may be re-hired by Management on an annual basis with a proper Memorandum of Understanding (MoU) / Re- appointment order.

6.16 Voluntary Retirement

An employee may resign from their position by providing the required notice as specified in their contract letter/appointment letter. The resignation is effective the moment it is accepted in writing by Management. After his or her resignation has been accepted, an employee may not be able to withdraw it. All payments of dues will be made with Management's approval. Employees who choose to resign must submit a "No Claim Certificate," after which the Management will issue a relieving order.

6.17 Termination of Services

❖ Medical Grounds:

During the ongoing employment period, Management reserves the right to terminate an employee's services on medical grounds by providing one month's written notice or one month's pay in lieu. (For example, an employee's continuous illness for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organization).

❖ Termination on Disciplinary Grounds

During the ongoing employment period, Management reserves the right to terminate an employee's services for a violation of discipline as outlined in this HR manual.

If a staff member has received ratings of "unsatisfactory" or "average" in annual performance appraisals for three consecutive years, despite the fact that the appraisal reports for the first two years have been communicated to him, there has been no improvement or insufficient improvement in his performance.

❖ Notice Period

In the event of Resignation/Termination, the notice period specified in the Appointment order is followed. For probationary employees, seven days' notice is required from either party if the employee wishes to resign or if Management wishes to terminate the employee's service.

❖ Death

In the event of an employee's death, the immediate next-of-kin must notify the Principal and Secretary. For the payment of the deceased's dues, the next-of-kin

must submit a copy of the death certificate. After deducting the applicable items, 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.

❖ **Documents to be submitted on Separation from CCW**

In the event of separation from CCW, the following documents must be submitted by the staff:

- ✓ In case of resignation, letter of resignation
- ✓ ID Card issued by CCW
- ✓ Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as of date Other Properties of CCW in the individual's possession

On written request, CCW must provide Staff with an Experience Certificate/Service Certificate in the event of his/her separation. However, CCW reserves the right to withhold certificates in situations such as, but not limited to, staff failure to return CCW's property or reconcile all outstanding payments, staff failure to produce the Non-Liability Certificate, and so on.

6.18 Professional Demeanour of CCW Employees

All employees are expected to maintain a professional demeanour at all times. They must dress according to the Professional education attire standards that are most common in the location of their job and site assignment.

SECTION 7

General

- 7.1. Monitoring & Evaluation
- 7.2. HR Information System
- 7.3. Amendments

7.1 Monitoring & Evaluation

CCW must reflect on and review its HR practises on a regular basis to ensure that systems remain robust, flexible, consistent, and relevant to the organization's needs in terms of mission, values, principles, and culture.

7.2 HR Management Information System

A database will be used by the Principal and Secretary (or) HRIC to maintain effective staff data systems. Such information will be broken down by gender and diversity. The report generated by the staff data systems will be used proactively by the Principal and Secretary (or) HRIC to analyse trends and improve and refine systems and practises.

Aside from gender and diversity at all levels, data systems will track staff training and development activities and their impact, performance review records, staff attitude surveys, grievances, recruitment and staff turnover analysis, and staff casualty, as well as data that meets local needs such as leave usage trends, organisational age index, and Human Resource Organization ratio. The organisational age index, the ratio of Human Resource Organization Development (HROD) staff to total staff, functional staffing ratios, and staff support costs are all factors to consider.

7.3 Amendments

The Governing Body may amend, alter, or repeal these rules and regulations at any time, and such amendments shall supersede previous versions. Any changes will be communicated to all employees via a notice issued by the Principal and Secretary.

ANNEXURE I

OTHER RULES & REGULATIONS

ROLES AND RESPONSIBILITIES

College Governing Council:

- Mobilization of resources
- Provision of adequate infrastructural facilities for teaching and learning
- Participation in both Statutory and non-statutory committees.
- Framing policies for Admission, Faculty Recruitment, Research,
- Student Support
- Fixation and revision of Salary

Principal:

- Student enrolment
- Establishing good academic ambience
- Introduction of need based Courses
- Appointment of Quality Teachers and their Professional development
- Perspective Academic Plans
- Providing Adequate Infrastructural facilities
- Budget preparation and implementation
- Liaison between Institution and University,
 - Government & Non- Government Institutions
- Discipline of Students and Staff
- Academic and Administrative communication to Management
- Academic deliberations to Deans / Vice Principals and Controller of Examinations
- Communications to University and other statutory bodies (UGC, NAAC, NIRF , AISHE , MHRD)

Vice- Principal

- Supporting and Execution of orders from Principal
- Planning and conducting of various programmes , functions with
- faculty support
- Monitoring the conduct of regular classes

Deans

- Monitoring Academic plans
- Conduction of internal audit
- Monitoring and verifying CIA
- Approaching various funding agencies for mobilization of research grants
- Motivating faculty members for quality publications

Controller of Examinations

- Planning examination schedule
- Preparation for end semester examinations
- Conduct of examination
- Valuation
- Publication of result
- Mark sheet distribution

Heads of the Departments

- Academic communication from Principal to faculty.
- Framing Academic Structure and Syllabi
- Assigning work load/ work distribution
- Periodic monitoring
- Staff accountabilities
- Department review meet (DRM)
- Parent Interaction

Faculty

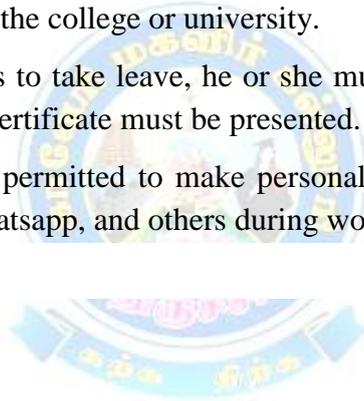
- Student Discipline
- Student Attendance and Record of their marks
- Lesson plan
- Syllabus completion
- Test evaluation
- Student mentoring
- Academic communication to Student

CODE OF CONDUCT FOR FACULTY MEMBERS

- Each faculty member must maintain absolute integrity and devotion to duty at all times.
- Each faculty member must perform all professional activities through the proper channels and cooperate with her colleagues and higher authorities.
- At all times, each faculty member must conduct herself with absolute dignity and decorum when dealing with superiors, colleagues, and students.
- Each faculty member should arrive at college neatly dressed and in accordance with the dress code.
- Faculty members must always wear their identification cards while on college grounds.
- Faculty members are not permitted to use cell phones while teaching, administering exams, or attending meetings.
- No faculty member shall be absent from duty without prior approval at any time, and any instruction issued by the competent authority in the form of circulars from time to time must be followed.
- Faculty members are expected to be on time for classes, meetings, invigilation, college functions, and National celebrations.
- Faculty members should not attempt to bring any political or outside pressure on her superior authorities in respect of service matters.
- Faculty members shall not provoke or instigate any student or staff member against other students, colleagues, or administration.
- Faculty members shall not degrade, harass, or insult any other person for any reason, or act in a manner inappropriate to the teaching profession.
- Faculty members shall not discriminate against any student on the basis of caste, creed, religion, gender, nationality, or language.
- Faculty members shall not show favouritism in the assessment of students by intentionally over- or under-marking or attempting victimisation on any grounds.
- Faculty members shall not demonstrate favoritism in assessment of students deliberately over marking, under marking or attempt at victimization on any grounds.
- Faculty members shall not show favouritism in student evaluations by deliberately over- or under-marking or attempting victimisation on any grounds.
- Faculty members are not permitted to disclose confidential information about students to anyone, nor are they permitted to disclose confidential information from Management to students.
- Faculty members are not permitted to accept fees, honoraria, gifts, or other forms of remuneration from students.
- Faculty members must respect the parental/right guardian's to look after the student's best interests.
- Faculty members shall not misuse or carelessly use amenities provided by the Institution to facilitate the performance of their duties.
- Every faculty member must set a good example for her colleagues and students.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-teaching personnel should be on duty at the college from 9:00 a.m. to 5:00 p.m. They are not permitted to leave the college premises before 5:00 p.m.
- Every non-teaching employee must perform her duties meticulously and efficiently while adhering to the college's rules and regulations.
- Non-teaching staff must respect and uphold the Administration's hierarchy and carry out their duties as directed by the authorities to whom they are assigned.
- Non-teaching employees must always wear their identification cards while on the job.
- In all activities, non-teaching staff must maintain honesty, integrity, and equality.
- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Non-teaching personnel assigned to laboratories should be in charge of laboratory cleanliness and upkeep.
- As directed by the Principal, the staff must complete any work assigned in relation to examinations conducted by the college or university.
- If a member of staff wishes to take leave, he or she must obtain prior approval. In the event of illness, a medical certificate must be presented.
- Non-teaching staff are not permitted to make personal calls or use social networking sites such as Facebook, Whatsapp, and others during working hours.



Annexure II
FACULTY APPRAISAL FORM

Academic Year _____ **(June - May)** **DEPARTMENT:** _____

1. Name & Highest Qualification with Designation	
2. Date of Birth & Age	
3. Date of Joining at Cauvery college for women & Previous Experience (including Industrial Experience)	
4. Present Basic Pay & Gross Salary	
5. No. of days attended & No. of working days	

6. Results produced in the last semester / year

	Subject 1	Subject 2	Subject 3/Lab
(a) Class (Branch, Sem. /Year&Sec.)			
(b) Name of the Subject handled			
(c) No. of Periods handled			
(d) No. of Students in the class			
(e) Percentage of Pass			
(f) Average % of marks			

7. Theory Classes

(a) Mention innovative methods, if any, used by you in the class :

(Play / Student centric / Online course / Multimedia / Moodle / Z to A / Role Play / ...)

(b) Do the students interact with you? If so, on what matters? :

(c) Do you have a good control over the class? :

(d) Do you take any extra training classes? :

(e) Contents beyond syllabus taught by you - Specify the topics covered and relevance :

8. Laboratory Classes

(a) No. of Sessions conducted and planned :

(b) No. of Experiments completed :

(c) Experiments beyond contents/mini projects conducted :

9. Innovative projects guided :

10. (a) List of Seminars / Workshops attended :

(b) List of Seminars / Workshops organized:

11. Trainings / Refresher / Orientation / FDP courses Undergone :

12. Certification Courses undergone with NPTEL, IIT, etc.,

13. Particulars of Papers / Articles Published / Presented during the year

(a) Total No. of Publications :

(b) Publications after Ph.D. :

(c) Citations and h-index :

(d) Highest Impact Factor :

(e) Approved supervisor in any University, please specify the details :

(f) No. of Ph. D. / M. Phil. awarded under your Supervision :

14. Project funding applied & obtained :

15. Resource person for any program outside the college :

16. Industry Interaction, if any :
17. Placements arranged for students, if any :
18. Appreciation / Awards / Recognitions earned :
19. Notable Achievements :
20. Involvement in College Level Activities :
21. Other Responsibilities held :
22. Mention your extraordinary efforts during the last one year :
23. Member in Editorial Board / Reviewer in Journal :
24. Any other information :

Note: To supplement your contributions / achievements you can attach annexures relevant to the SI Nos.

Section B - Rate your Performance

1 - Never, 2 - Not often, 3 - Sometimes, 4 - Usually, 5 - Almost always

S. No	Attributes	Self
1	I make classwork interesting.	
2	I am fair with all students.	
3	I maintain discipline in the classroom.	
4	I am well-prepared for my class.	
5	I give assignments related to the subjects.	
6	My students and I discuss and summarize each lesson just studied.	
7	I ensure that slow learners are counseled and encouraged.	
8	I like it when students ask questions.	
9	I ask questions in class to see if my students understand that has been taught.	
10	I explain new ideas in a way that is easy to understand.	
11	I monitor students' work, as they are doing it, to see if they understand the lesson.	

12	I am very knowledgeable about the subject I teach.	
13	I use PPT / NPTEL / Spoken Tutorial / Khan Academy or other supportive teaching tools for better understanding by students.	
14	I give quizzes, debates and seminars in class.	
15	I train my students" communication skills.	
16	I discuss puzzles / recent news in class.	
17	I guide the students in their innovative projects / ideas.	
18	I help my students in getting placements / career enhancements.	
19	I encourage my students to participate in cultural & technical events.	
20	I encourage my students to be a part of SPORTS/NSS/NCC/ YRC/Rotary/Clubs.	
21	I celebrate the success of my students.	
22	I involve in College Level activities.	
23	I involve in promotion of the brand image of the College.	
24	I maintain good inter-personal relationship with others in College.	
25	I give suggestions for the improvement of the College.	
26	I maintain records for ISO / NAAC / Academic Audit properly with updates.	
27	I refer always the recent edition of the book for reference.	
28	I execute examination related assignments.	
29	I maintain my workplace clean and neat.	
30	I am proficient with the rules & regulations relevant to students and staff of the College.	
Total		/ 150
Converted to 30%		/ 30

To the best of my knowledge, the information given by me is true and correct. Date:

Signature of the Faculty

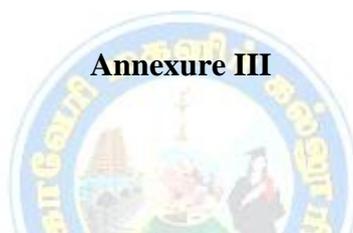
Section A: Students feedback, converted to 20% from 4 point scale _____ (to be arrived from feedback held during Sept/Oct 2016)

Section B: Rate your Performance, converted to 30% _____

Section C: Performance appraisal by HOD using the data given by Faculty and her own observations for 30% _____

Section D: Performance appraisal by Principal for 20% _____ (In the case of HOD/Director, for 50%)

Total (for 100)_____



Annexure III

Objectives of the College

- To empower students to participate in social, cultural and economic spheres and contribute positively to the uplift of the society.
- To promote academic excellence by adopting customized learner focused methodologies.
- To develop self-reliant and competent women by tapping and nurturing their potential through curricular and extracurricular activities.
- To provide skilled manpower by imparting in depth knowledge and keeping abreast with changing trends in technology.
- To inculcate the spirit of nationalism, uprightiness and self-confidence enabling themselves to become responsible members of the society and useful citizens of the nation.

ANNEXURE - IV
STUDENTS FEED BACK

STUDENT FEEDBACK

Student Reg No :*

19111166

Student Name :

SHANMUGAPRIYA.S

Graduation : *

UG

Department : *

COMMERCE

Course : *

B.Com

Year : *

II

Semester : *

4

Class : *

C

✓ Proceed to Feedback

Type of the feedback : *

INFRASTRUCTURAL FACILITIES AND SERVICES

★ (5) - Excellent ★ (4) - Very good ★ (3) - Good ★ (2) - Average ★ (1) - Fair

1) The office staff members in the college are cooperative and helpful

☆☆☆☆☆ (0)

2) The library staff members are cooperative and helpful

☆☆☆☆☆ (0)

3) Online educational resources are available and accessible in the library

☆☆☆☆☆ (0)

4) Internet facility provided in the Internet Lab/Library is satisfactory

☆☆☆☆☆ (0)

5) The Prescribed books / reading materials are available in the library

☆☆☆☆☆ (0)

6) Equipment in the lab(s) is in good working condition

☆☆☆☆☆ (0)

7) The class rooms are clean and well maintained.

☆☆☆☆☆ (0)

8) The campus is green and eco-friendly

☆☆☆☆☆ (0)

9) Clean drinking water is available in the college campus

☆☆☆☆☆ (0)

10) The buildings / classrooms are accessible to the disabled

☆☆☆☆☆ (0)

11) The campus has adequate power supply

☆☆☆☆☆ (0)

12) Our grievances are redressed / problems are solved well in time

☆☆☆☆☆ (0)

Name of the Staff : *

--- Please Select Staff---



1) Completion of the syllabus on time.

☆☆☆☆☆ (0)

2) Discussion and interaction in the class.

☆☆☆☆☆ (0)

3) Clarity of expression and competency in teaching.

☆☆☆☆☆ (0)

4) Preparation for the class.

☆☆☆☆☆ (0)

5) Classroom control

☆☆☆☆☆ (0)

6) Use of modern teaching aids, handouts, suitable reference, power point presentation, web-resources, etc.,

☆☆☆☆☆ (0)

7) Easy to Access

☆☆☆☆☆ (0)

8) Attitude towards the students is friendly & helpful.

☆☆☆☆☆ (0)

9) Prompt valuation and distribution of test papers and assignments.

☆☆☆☆☆ (0)

10) Regular and timely feedback is given on our performance

☆☆☆☆☆ (0)

11) Periodical assessments are conducted as per schedule.

☆☆☆☆☆ (0)

ANNEXURE - V
CORRECTIVE & PREVENTIVE ACTION REPORT FOR NON
ATTAINMENT OF RESULT

Name of the Department :	Course Title : Pass percentage : Faculty handled :
Details of the Non – Attainment of Result :	
Signature of HOD	
Root Cause Analysis :	
	
Corrective Action:	
Responsibility(Subject Faculty):	Target Date
Preventive Measures Taken:	
Signature of HOD :	Signature of Dean :
Remarks :	
Signature of Principal	

ANNEXURE - VI
CORRECTIVE & PREVENTIVE ACTION REPORT FOR FEEDBACK
ANALYSIS

Name of the Department :	
Course Title :	
Average feedback score :	
Faculty handled :	
Root Cause Analysis :	
Corrective Action:	Target Date:
Preventive Measures Taken:	Signature of HOD
Remarks :	Signature of Principal

Annexure VII

Report Format for Conference / Seminar / Workshop / FDP / Refresher Course / Training /
Industry Visit / Academic Visit / Guest Lecture

Organized / Participated

Name of the Faculty :	
Department :	Designation :
	Employee ID :
Nature of the Course : Conference /Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Guest Lecture	
Category : International / National / State / Regional / Industry / University / College Level	
Title :	
Venue :	
No. of Days :	Dates : From _____ To _____
Funded by : UGC / CSIR / DST / DSIR / TNSCST / ICSSR /NCERT/INSA/....	
No. of Participants :	Registration charges (if any) :
Name and Designation of Resource Person(s) :	
Outcomes of the Event :	
Remarks and Feedback on the Event :	

Plan of Implementing in SR-CAS :			
Signature of the Faculty	HoD	Dean	Principal

Image of the Participation Certificate	
	
Image of the Event Brochure	Photographs of Event – 2 Nos

** Report to be submitted within 3 days of the completion of the Event*

Annexure VIII

STUDENT RULES AND REGULATIONS

GENERAL DISCIPLINE

Good Manners and Behaviour

1. Protocol is to be observed at all times in the following order - Management, Faculty, Senior Students. Students should always be respectful towards their superiors, and be polite and courteous to all.
2. Students should greet the Management, Principal and the other superiors and Members of the Faculty when they meet them for the first time during the day, and should step aside to let them pass by.
3. When faculty members or visitors enter the class rooms all students should stand and greet them; they must not sit down until invited to do so. Likewise, students should stand when the visitor leaves the class room.
4. When attending a class or a meeting of the College Association, students are expected to maintain decorum. Modesty shall be the hallmark of the student's manner of dressing within the campus.
5. Students should wear clean, decent clothes and conform to the rule of modesty.
6. Cleanliness of the college building and surroundings should be the personal responsibility of every student. Therefore no mark should be made on walls or desk, no paper or ink should be thrown on the floor.
7. Students are required to spend their leisure hours in the reading room or in the library. They should not hang around anywhere in the college campus or disturb other classes.
8. Students are expected to convey an exemplary example of themselves, even outside the college campus so as to safeguard the good name of the college

ATTENDANCE

1. Punctual and regular attendance for classes is required.
2. No student will be allowed to absent herself from college without leave, for which she must apply in advance, stating explicit reasons for her absence.
3. The leave application should be submitted to the Principal in proper form, stating clearly the reason for absence. The leave application must contain the name, class and roll number of the absentee and must be countersigned by the parent or guardian or hostel warden and the Head of the Department.
4. In case, where absence is due to unforeseen causes, an application for leave should be submitted without delay on the first day of return to the college.
5. A student absent without permission for any hour of the day will be registered as absent for the whole day. Leave of absence for a particular hour may be obtained from the Lecturer-in-Charge.
6. Leave will not be granted during working hours for the purpose of meeting parents, guardians, relatives or friends.
7. A student entering late to the college after the assembly will present herself to the office where she will receive a late chit. The office will keep a record of late comers and late comers will be fined.
8. The annual certificate of attendance required for the University Examination will in no case be granted unless,
 - a) the Principal is satisfied that the student's progress and conduct have been satisfactory.
 - b) the student has attended 75% working days in each semester as required by the University

ANNEXURE IX

College hostel Rules and Regulations

The on campus resident experience helps students from diverse backgrounds to acquaint themselves with each other and imbibe themselves with new ideas and values. Hostel residents are expected to adhere to the rules and regulations and also respect the cultural values, customs and traditions of other hostel mates.

The on campus residence facility is available only for current students of the college.

Admission & Allotment:

1. A student seeking admission to the hostel shall submit her application to the Principal / Warden countersigned by her parent or guardian. The Management / Principal reserve the right to refuse admission to a student into the college hostel.
2. Current students studying at Cauvery College for Women alone are eligible to be admitted into the Hostel. Admissions to the Hostel will be made every year. However, senior students who have resided previously in the hostel will be given preference.
3. Application forms can be received from the College Hostel office.
4. After scrutiny and sanction for admission, the students have to pay the Hostel deposit and fees prescribed by the Management before admission.
5. The second Sunday of every month will be the visitor's day. Visiting the ward is not allowed on other days.
6. Allotment of room shall be made by the Warden at the beginning of each year and members shall not change their rooms.
7. Warden may re-allot the rooms at any time without assigning reasons.
8. No member shall be allowed to withdraw from the hostel before the end of the year except with the approval of the Warden / Management.
9. Details of payment of boarding charges are as follows:
 - i. Pay before 15th of every month without fine
 - ii. A fine of Rs.5/- per day in addition to the mess bill will be collected till 20th of every month i.e.(16-20)
 - iii. A fine of Rs.10/- per day in addition to the mess bill will be collected thereafter till the payment is made.

- iv. Boarding charges should be paid not later than the last day of the month; otherwise the student will be removed from the hostel.
10. Leave of absence from the hostel should be obtained invariably from the Warden through the House Keepers concerned. No reduction will be made in mess charges for absence of 5 days and less. If the student is absent for more than 5 days consecutively in the same month a reduction will be made for each day in excess. The application for such leave is to be given to the Warden before 25th of every month through the House Keeper. Students who are sick should stay only in the room provided for this purpose.
11. If a student is absent continuously for more than 15 days in any of the particular month with the permission of the Warden, her boarding charges will be calculated for the actual number of days she has dined in the hostel, during the month. Benefit of this rule cannot be claimed by members whose continuous absence extends from that month to the succeeding month.

Hostel Rules:

Strict adherence to the rules specified below is compulsory on the part of every resident student. Disobedience of the rules or any misconduct will result in the removal of the students from the Hostel.

1. The duties and responsibilities, if any, given to them are to be executed in good faith and sincerity.
2. Any grievance or complaint should be brought to the notice of Warden or Deputy Warden through House Keepers immediately.
3. The residents are not permitted to interact directly with the hostel staff.
4. Students are not permitted to wear costly materials, jewels etc, and they should not have large amount of cash with them. It is the responsibility of the individuals to keep their articles safely.
5. The students are not permitted to use tape recorders, transistors, heaters, fans, iron boxes etc., If anybody violates, will be expelled from the Hostel and College.
6. Use of any electronic gadgets to take photos, selfies and taking videos in the hostel are strictly prohibited. Disciplinary and legal action will be initiated against such students.

7. Inmates are not permitted to entertain day-scholars, friends and others inside the rooms. Inmates must not invite guests for food in the hostel mess.
8. Newspapers, Magazines, Play materials and other articles should not be taken out of the common reading room cum recreation hall.
9. Residents feeling sick should immediately report the matter to the Warden and should not take any medicine on their own.
10. Residents shall not enter the kitchen. They shall sit in the dining hall in the order in which they enter in. They are supposed to adopt a considerate attitude towards the cook and other hostel staff.
11. . No Resident shall disfigure the walls and doors or cause any damage to any hostel property. Any such damage shall be reported to the Warden at once and costs will be recovered from the concerned residents.
12. No notice or images printed or through electronic media shall be displayed or circulated in the hostel premises.
13. If rooms are found locked or empty with lights on, all the inmates of the rooms will be held jointly responsible and a fine of Rs.5/- per day will be charged.
14. Outsiders should not be invited to any function in the Hostel.
15. Residents shall not remove or exchange furniture allotted to them.
16. Violent discussion and disputes should strictly be avoided. No Resident shall ever participate in any political, communal or anti-social activities. They shall not organise, convene or hold meeting in or outside the hostel premises without previous permission of the Warden.
17. Arrangements are made for the despatch of letters and the incoming messages through the Warden. Inmate may use the services of Dobhi for clothes washing at a nominal cost. The management will not entertain any complaint of loss or damage to their clothes. In case of emergency, only with prior permission of the hostel warden, the Parents or recognized guardians / Local guardian with identity card alone can meet the student concerned at the visitors lounge.
18. . Residents shall be permitted to avail the Holidays at Home, only for the holidays as mentioned in the College Calendar. The parents or local guardians should come in person to pick up the students from the college hostel, to their home during holidays