

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally accredited (III Cycle) with "A" Grade

ISO 9001:2015 Certified

Annamalai Nagar, Tiruchirappalli – 18

HR POLICY & ADMINISTRATION MANUAL

Authorized by	Principal & Secretary
Revision: 00	
Revision: 01	



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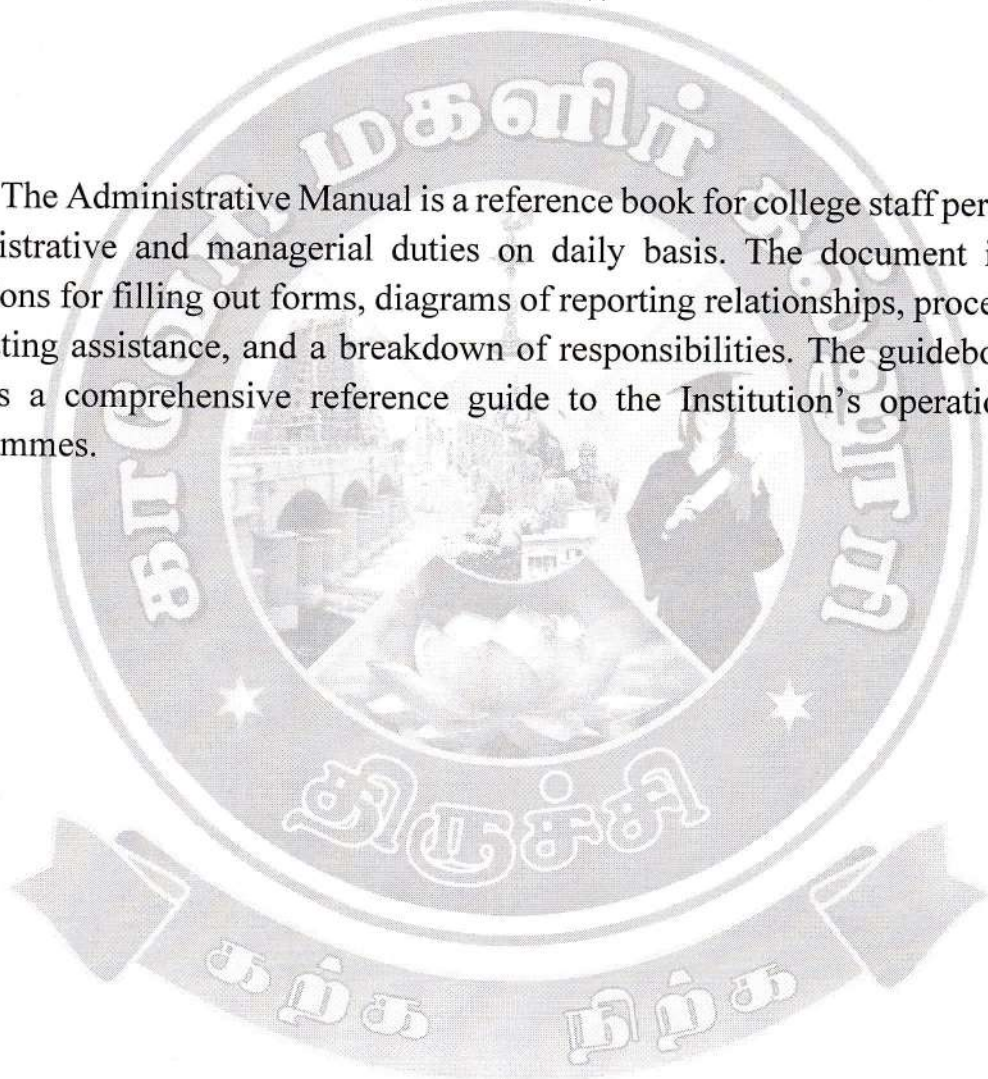
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OVERVIEW

The Administrative Manual is a reference book for college staff performing administrative and managerial duties on 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 Institution's operations and programmes.



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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 Institution

Cauvery College for Women, one of the premier self-financing colleges in the State of Tamil Nadu, started in the year 1984, is run by the Reddy Educational Trust. The college is recognized under 2 (f) and 12 (B) under UGC Act, 1956. The college is moving ahead with thirty-seven years of academic service by imparting education to women students and by moulding them to take up crucial roles in the society. Our Institution has been conferred with Autonomous status from the academic year 2019-2020. The Trust comprises 48 members who have a philanthropic outlook with noble and progressive ideals. This prestigious college aims for excellence in education wherein we have opened the portals to many first-generation learners and students from rural areas to varied branches of study. The primary aim of the college is to nurture Professional Competency, Self-confidence, Managerial abilities and Entrepreneurial Development among students.

The college has been recognized by the University Grants Commission under Sec.2(f) and 12(B) of UGC Act 1956 in its Lr.No.F.8-111/2003(CPP-I) dated 11.12.2003. Autonomous Status was conferred by UGC on 14.03.2019.



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The NAAC has awarded “A” Grade to our college consecutively in all the three cycles as shown below.

NAAC Accreditation I Cycle : A Grade 2004 – 2009 (85.90 out of 100)

NAAC Accreditation II Cycle : A Grade 2010 – 2015 (CGPA 3.37 out of 4)

NAAC Accreditation III Cycle : A Grade 2017 – 2024 (CGPA 3.41 out of 4)

AISHE Code is C-35783 and we are in 150-200 rank band in the NIRF- IR 2018,

IR - 2019 & IR 2020. Institution Innovation council, Ministry of education to promote innovative ecosystem among students and faculties and we are in 4 star rating for IIC 3.0 and IIC 4.0 from 2020 onwards. We have received Band Performer under Non Technical general category in ARIIA ranking for academic year 2020 - 2021.

Recognized by NAAC as a Mentor Institution to identify the non-accredited colleges in our vicinity and motivate them for NAAC Accreditation. Identified by UGC as a potential “Mentor Institution” to help the NAAC aspiring institutions under “Paramarsh Scheme”. Institution registered under Academic Bank of Credits – DigiLocker NAD, A Digital Repository for Academic Institutions in the year 2022. The NAD ID is NAD 017415. The college is offering 16 Under Graduate Programmes, 10 Post Graduate Programmes and 8 Research Programmes with a total student strength of 4076. We have a dedicated band of 197 members of teaching and 158 non-teaching members. Academic achievements of our staff include the following: 125 Ph.D degree from various departments and 81 staff members with NET/ SET qualified. Many of our staff members have been appointed as Members of Board of Studies and render professional services to various Universities, NGOs and Government Organizations and are also recipients of various awards. The students secured 1752 University Ranks with 155 University First Ranks from 1986 to April 2022. This humble temple of learning is christened Cauvery College for Women after the perennial river Cauvery which symbolises youth, freshness, vigour and fulfilment and therefore the college have a three fold thrust for the taught. Our chief aims are

ACADEMIC EXCELLENCE

EMPLOYABILITY

SELF RELIANCE



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1.2 Vision, Mission, Objectives and Core Values

1.2.1 Vision Statement

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

1.2.2 Mission Statement

- To impart higher education to Women Students from local and rural areas.
- To inculcate knowledge of a high order and to instil 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.*

1.2.3 Core Values

- Academic Excellence
- Employability
- Self-Reliance



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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 in 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 in considered as academic year in current practice.



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- 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.
- 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), Tiruchirappalli - 620018.
- 5. Competent Authority** : The authority appointed by the Trust for the purposes of these rules – Governing Council .
- 6. DA/Incentives** : 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. EO** : means the duly appointed Office Manager of CCW
- 13. 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.

1.5 Organogram

The below chart shows the present Organization Structure of Cauvery College for Women (Autonomous).



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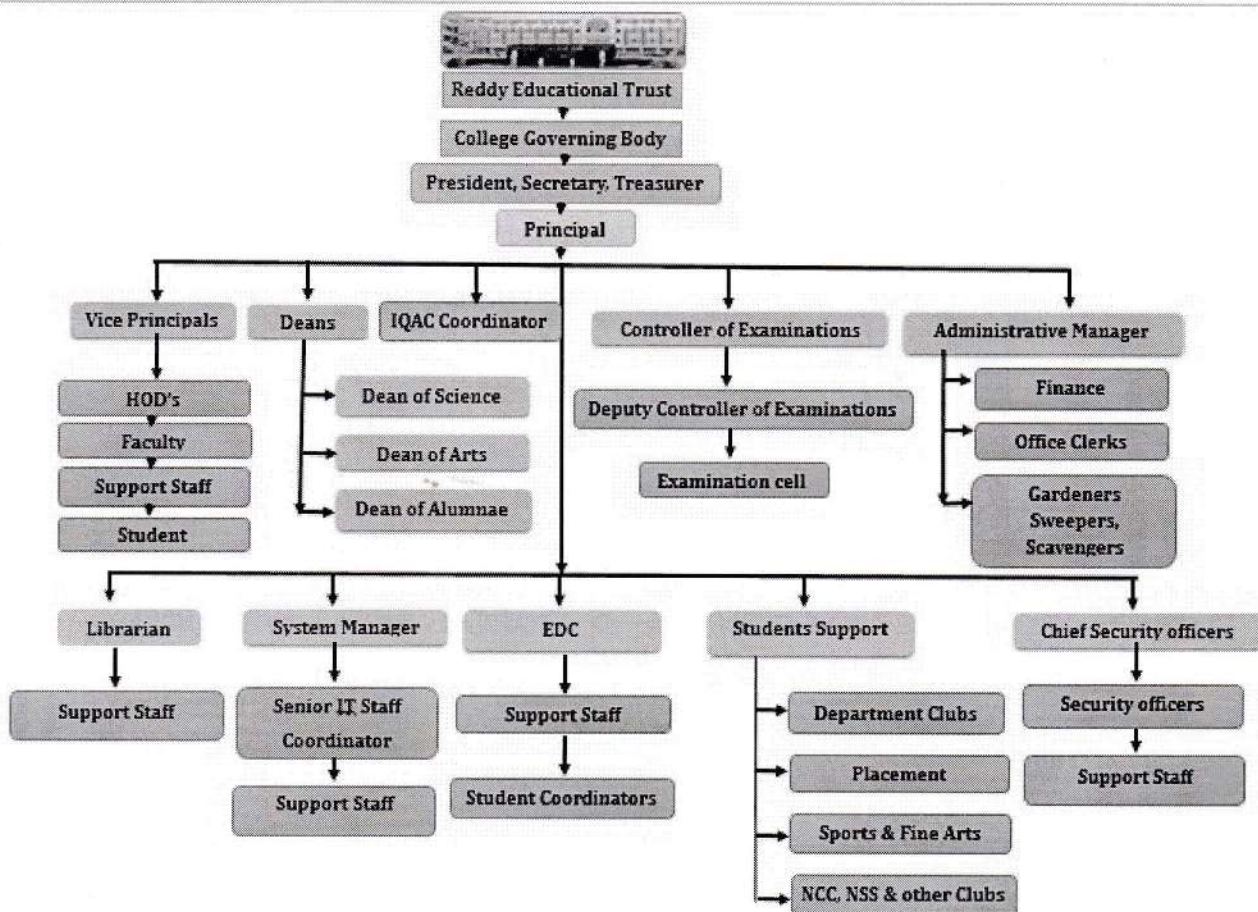
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ORGANISATIONAL CHART



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 Recruitment Policy & Process



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- 2.4.1 Job Analysis, Job description and Terms of Reference
- 2.5 General Criteria Governing Recruitment
 - 2.5.1 Age
 - 2.5.2 Assessment process
 - 2.5.3 Checking of References
 - 2.5.4 Qualification for various posts
 - 2.5.5 The Offer Letter
 - 2.5.6 Letter of Appointment
 - 2.5.7 Joining Report
 - 2.5.8 Redeployment / Transfer
- 2.6 Probation and Confirmation
- 2.7 Personal File
- 2.8 Training and Development of Staff
 - 2.8.1 Induction to Staff
- 2.9 Identity Card

2. 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 of the 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.

Regular Employee: One who has a permanent position in the organisation and has



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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.,
 - a. **Guest Faculty:** Any faculty would be engaged from time to time as guest faculty.
 - b. **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 :

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

b. Appointment of Faculty / Support Staff / Employees:

The Principal and College Governing Council will appoint all CCW staff. On a regular basis, Appointment of faculty will be processed through the Interview Committee. The Interview committee comprises of -Members of College Governing Council, Principal, Subject Expert & Head of the Department.

2.4 Recruitment Policy & Process

2.4.1 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.



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2.5 General criteria Governing Recruitment

2.5.1 Age

2.5.1 For the post of 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 and non-teaching shall be 60.
- ✓ CCW reserves the right to do a background verification on the staff recruited.

2.5.2 Assessment process

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

2.5.3 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.

2.5.4 Qualification for the various Posts.

1. For Teaching staff –

PG degree in the relevant subject with minimum of 55% of marks or its equivalent grade with either PhD, or SET/NET qualified'

2. For Non-Teaching Staff

1. Programmer - Minimum qualification is PG in Computer Science / Information Technology/Computer Applications/BE in Electronics and Communications).
2. Assistant Librarian - Minimum qualification is PG with a pass in Library Science.
3. Office Clerk and Data Entry Operators Minimum qualification is UG with sufficient knowledge in operation of computer for all office works.



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4. Peon-Minimum qualification is +2 with experience in cycling/Two- wheeler license.

5. Lab Assistants-Minimum qualification is +2 with Science Groups.

2.5.5 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.

2.5.6. 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.

2.5.7 Joining Report

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

2.6 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. The Principal and Secretary have the authority to waive the probation period in the case of experienced employees chartered by the organisation. The staff's expertise/experience/competence, as well as the reason for waiving probation, should be documented.



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4. Notwithstanding the foregoing, Management reserves the right, in its sole discretion, to terminate an employee at any time during the probation period.

2.7 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
5. Personal details of employees like permanent / current address/blood group
6. Experience certificate from the past employer
7. Letters of annual salary revisions & copies of performance appraisal
8. Two coloured passport size photographs
9. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc
10. Any other personal memos
11. Resignation / Contract termination letter
12. No Dues Certificate
13. Any other information deemed appropriate by CCW.

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

2.8 Training and Development

2.8.1 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.



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2.9 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 will issue these cards to new employees within 15 days of their reporting at the organisation. Employees are required to return their Identity Card to the organisation at the time of relieving their service, which should be destroyed immediately by the Principal.

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 practise of Grades and varying Scales for regular service staff.

b. Non-Teaching Staff: Pay and grade scales are determined by their qualifications and experience.



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3.4.1.3 Diwali Bonus

For all regular staff one month Gross Salary now paid as Diwali Bonus . Butn in respect of staff who have not completed one year of service it is to be paid proportionately according to the period of service from the date of joining to the month of Diwali. It is payable only for those staff who have been in service and paid salary as per the pay Bill based on which Diwali Bonus is calculated every year.

3.4.1.4 Gratuity

The gratuity payable is 50% of the basic pay (including Qualification Incentive) multiplied by year of service. This will be continued. The eligibility for payment of Gratuity is a minimum service of 5 years should have been completed.

SECTION 4

Leave

- 4.1 Casual Leave
- 4.2 Study Leave / Leave to attend QIPs (training programs)
- 4.3 On-Duty (OD)
- 4.4 Maternity Leave
- 4.5 Leave on Loss of Pay (LLP)
- 4.6 Vacation with salary
- 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.



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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.

4.2 Leave to attend FIPs

Faculty members may take study leave for higher education and/or to participate in Faculty Improvement Programmes (FIPs) Fellowship 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 15 days per year (Academic year) as on-duty (OD) for academic purposes with prior notification and approval from the Principal. 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 15 days, based on the need and necessities with prior intimation and approval from the Principal .

4.4 Maternity Leave

For Teaching and Non Teaching staff, the maternity leave is applicable for 90 days with full salary.

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.



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4.6. Vacation with salary

In addition to the, 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. Technical and support staff are eligible for two weeks of vacation. Vacation Leave, on the other hand, will be subject to management decision for both teaching and non-teaching employees. Vacation salary is paid for the period of vacation from the last closing day of the academic year and to the opening day in the next academic year. Vacation salary is not payable for the first academic year of appointment. It is payable from the second academic year of appointment.

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)

- 5.1 General
- 5.2 Principles of Performance Management System
- 5.3 Performance Planning
- Assessment, Recognition, Reward & Penalty

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5.5 Consequences of Performance Assessment

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 III Student Feedback.

Principles of Performance Management System

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

5.2 Performance Planning

This entails selecting attainable and results-oriented objectives from the short-term organisational plan.

- Each year, a performance plan for each employee will be prepared outlining realistic goals and expected outcomes.
- These are known as Key Result Areas (KRA) for Staff. Indicators should be specified in relation to these Key Result Areas.
- This strategy must be developed in collaboration with the immediate supervisor/HOD and approved by the Principal.

Employees should review their approved performance plans with their supervisor at least once a quarter to ensure that results are progressing satisfactorily.



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5.3 Assessment, Recognition, Reward

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 they will decide on the type of appreciation to be given each year. The faculty appraisal is carried out in accordance with Annexure I.

5.4 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.

SECTION 6

Office Discipline and Decorum

- 6.1 Office Hours
- 6.2 Movement Register
- 6.3 Duties and Responsibilities of the Deans / Directors / Heads / Faculties
- 6.4 Disciplinary Action
- 6.5 Grievance Redressal Procedure
- 6.6 Penal Actions
- 6.7 Retirement-
- 6.8 Voluntary Retirement
 - 6.8.1 Notice Period for resignation
 - 6.8.2 Documents to be submitted on Separation from CCW



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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 lunch break between 12.00 P.M. IST and 01.00 P.M. IST.
- The class times are from 09.00 A.M. IST to 03.00 P.M. IST, but if necessary, with proper written approvals from Principal, the Department Heads may extend the time until 5.00 PM .
- 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. Latecomers 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 Movement Register

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

6.2 Duties and responsibilities of the Deans/Heads /Faculties.

Annexure I

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



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- 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.

6.4 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.

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

6.6 Penal Actions

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

- Verbal Warning & Written Warning (Memo)

6.7 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.



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6.8 Voluntary Retirement

An employee may resign from their position by providing the required 2 months prior notice. 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.

6.8.1 Notice Period for Resignation

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. The notice period may be waived by paying seven days' salary in lieu of failure to provide sufficient notice on the part of Management, or by surrendering seven days' salary by the staff in lieu of notice period. For all employees who have been confirmed in service, a two-month notice from either side is required for any premature separation.

6.8.2 Documents to be submitted on Resignation

In the event of Resignation, 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.



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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



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- 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.



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- 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.



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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.



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Annexure II

S.No		Nature of Activity	API Score Allotted	Performance - Appraisal Score									
				Dr.R.Rameshwari	Ms.P.Illanathy	Ms.R.Nevetha	Dr.R.Uma Maheswari	Ms.P.Jenifer	Dr.S.Abinaya	Dr.G.Gomathi	Dr.M.Keerthiga		
1	Lectures taken as percentage of lectures allocated (100% compliance = 30 points) Total number of lectures allocated: Number of lectures taken:	Arts (without Practical):3 0 Others :20											
2	Practical classes conducted as percentage of those actual allocated (100% compliance = 10 points) No. of practical classes allocated: No. of practical classes taken:	10											
3	Value Added/ Certificate Courses handled (5/course)	10											
4	Number of e-contents developed using Moodle / any other Learning Management System (LMS) (Minimum 5 minutes, 5 points each):	10											
5	Using ICT tools , power point presentation & smart boards	5											
6	Frequency of visit to library, Use of Library / Books / Reference Material for teaching. (1/ 5 visits)	5											
7	Examination duties (Question paper setting, Question Paper Scrutiny, invigilation, evaluation of answer scripts, Practical examiner, flying squad) (Both internal & External) (5/Activity)	20											
8	NPTEL Marks/Course Topper with Gold/Silver : 8 Gold : 7 Silver : 6 Elite : 5 Successfully Completed : 4 Additional Certificate : 5 Top Performer Mentor Certificate : 5 Mentor Certificate : 4 Translator : 5 Other than NPTEL : 3 / course (Not less than 4weeks) (Less than 4weeks) : 2 / course	10											
TOTAL SCORE (CATEGORY-I)			---										



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TIRUCHIRAPPALLI – 620 018

INTERNAL QUALITY ASSURANCE CELL

DEPARTMENT OF BIOTECHNOLOGY

SELF - APPRAISAL OF TEACHING STAFF

(For the period: 2022 – 2023)

Self - Appraisal Score

V.GOOD - 4

GOOD - 3

SATISFACTORY - 2

NEED TO IMPROVE - 1

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.No	Nature of Activity	Self - Appraisal Score							
		Dr.R.Rameshwari	Ms.P.Illamathy	Ms.R.Nevetha	Dr.R.Uma Maheswari	Ms.P.Jenifer	Dr.S.Abinaya	Dr.G.Gomathi	Dr.M.Keerthiga
1	Lectures / Practical Classes taken as percentage of allocation								
2	Value Added/ Certificate Courses handled								
3	Number of e-contents developed using Moodle / any other Learning Management System (LMS)								
4	Using ICT tools , power point presentation & smart boards								
5	Frequency of visit to library, Use of Library / Books / Reference Material for teaching.								
6	Examination duties (Question paper setting, Question Paper Scrutiny, invigilation, evaluation of answer scripts, Practical examiner, flying squad, CIA)								
7	Courses taken in NPTEL and other MOOCS platform								
8	Mentor / Translator / Invigilator in NPTEL								
TOTAL SCORE (CATEGORY-I)									



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Annexure III



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

Time of the feedback : *



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Annexure IV

Hostel Code of Conduct

Hostel : 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., violators of the rule, will be expelled from the Hostel and College.
6. Use of any electronic gadgets to take photos, selfies and taking videos in the hostel is 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 to dine / have 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.



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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 the expenditure will be recovered from the concerned residents.

12. No notice or printed images and 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. Inmates may use the service of the Dobhi for washing clothes at a nominal cost. The management will not entertain any complaint of loss or damage to the clothes.



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**Circular -08
Academic Year 2023-2024**

This is for your kind notice that the Perdiocal **ISO INTERNAL AUDIT** is planned to be held on **30/09/2023**.

Members - Principal, Vice Principals, Controller of Examinations, Deputy Controller of Examinations, Deans, Heads, ISO Internal auditors, ISO team members and staff members are requested to make your valuable presence.

ISO INTERNAL AUDIT SCHEDULE

DATE	TIME	DEPARTMENT	AUDITEE	AUDITOR
30/09/2023	10.00AM to 11.00 AM	Top Management	Principal	Dr. H. Krishnavani
		Organization Representation	OR	Dr. J. Tamilselvi
		Controller of Examination- Section	Controller	Dr. R. Rameshwari
		Information Technology	HOD	Dr. R. Gayathri
		Physics	HOD	Dr. K. Kalaiarasi
		Bio-Technology	HOD	Ms. N. Girubagari
		Business Administration	HOD	Dr. O. Aisha manju
	11.00 AM to 12.00 PM	Administration	Chief clerk	Ms. N. Girubagari
		Library	Librarian	Dr. H. Krishnavani
		Microbiology	HOD	Dr. B. Thanuja
		Computer Application	HOD	Dr. V. Sangu
		Mathematics	HOD	Dr. R. Gayathri
		Social Work	HOD	Ms. P.K. Durgadevi
		Computer Science	HOD	Dr. V. Sangu
	1.00 PM to 2.00 PM	Chemistry	HOD	Dr. R. Rameshwari
		FSM &D	HOD	Dr. K. Kalaiarasi
		Commerce	HOD	Dr. O. Aisha manju
		Tamil	HOD	Ms. P.K. Durgadevi
		English	HOD	Dr. J. Tamilselvi
			Audit Closing Preparation	
		Closing meeting		

PRINCIPAL