

# SHRI SAKTHIKAILASSH WOMEN'S COLLEGE



We Create Responsible Women  
Military Road, Ammapet, Salem - 636 003

## Human Resource Manual



[www.sakthikailashcollege.org](http://www.sakthikailashcollege.org)

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## **PREAMBLE**

Shri Sakthikailassh Women's College was established in 2004 to embed a milestone in women's Education and Empowerment. The college is run by the Om Sri Vivekananda Educational Trust. The vision of the trust is to produce dynamic graduates and postgraduates who could be responsible citizens with the ability to meet the challenges of global society while retaining their tradition, culture, and values.

Shri Sakthikailassh Women's College aspires to the growth and development of young women in the field of education, possessing a clear vision of its policies and procedures for the furtherance and fruition of its activities. With clear procedures, service rules, responsibilities, and targets for Teaching and Non-Teaching Staff members, the Management believes that each individual can put in their efforts efficiently and direct their energy towards fulfilling their task. Hence, the Service Rules, Policies, and Procedures pave the way to avoid unnecessary confusions, creating good rapport among colleagues and an amicable working environment.

With this perspective, a comprehensive Human Resource manual for various activities has been formulated and given shape by the combined effort of the Head of the Institution and the Management.

Following these procedures and efforts done by Teaching and Non-Teaching Staff members in achieving the desired target, who will become a role model to every student of this institution. It is also an earnest hope of the management that both the faculty team and all the other employees shall put in their right effort in an optimistic direction by imparting cost-effective world-class education, exceptionally with high ethical standards that mould personalities into future responsible professionals to both family and society.

**Governing Council of Shri Sakthikailassh Women's College,  
Military Road, Ammapet, Salem -636003**

**Introduction**

**History**

Shri Sakthikailassh Women's College functions under Om Sri Vivekananda Educational Trust. This trust was established in the year 1994, with Thiru..K.Kailasam, an able Businessman, Educationist and Philanthropist, as its Chairman, along with his two dynamic and illustrious sons Thiru. K.Rajavinayakam, MBA.,as its Secretary and Thiru. K.Senthil Kumar B.Tech., PGDAPM.,as its Correspondent.

The Trust , with Six Arts and Science Colleges, Two Engineering Colleges, Two B.Ed Colleges , One CBSE School and One Nursing College, functions under one roof. The List of Colleges and School are AVS College of Arts & Science, Salem, Shri Sakthikailassh Women's College, Salem, Kailash Women's College, Nangavalli, Sakthikailassh Women's College, Dharmapuri, Sri Kailash Women's College, Thalaivasal, AVS Arts & Science College, Omalur, AVS Engineering College, Salem, AVS College of Technology, Salem, Kailash Maansarovar School, Salem, Kailash Nursing College, Salem.

Through the roots of the Education trust, the institution is active in promoting the culture, education, health, and natural disaster relief, by helping the poor and the needy to improve their living conditions.

**VISION**

The college aspires to emerge as a centre of excellence at the national level for empowering women by making them understand, actualize and energize their inner potential for positive changes and growth.

## MISSION

- To promote High Quality Education.
- To impart Modern, Scientific and Value Based Education through right kind of Values.
- To adopt Student Centric Methods and Participative Mode of Learning.
- To provide necessary Skill Development Programs, Employment Oriented Education and Entrepreneurship Skills.
- To provide opportunities for Self Learning as well as Group Learning.
- To promote the aspiration of the individual student to become Self Made Professionals.

## QUALITY POLICY

- Quality Education tapped from national and international resources.
- Modular Approach to channelize knowledge.
- Programmed evaluation of knowledge accumulated.
- Producing graduates with strong ethical and moral background.
- Continuous review and renewal of quality system leading to quality output.
- We subject ourselves to both internal and external quality audits.

## CORE VALUES

### 1. Professional integrity at all levels of our functions:

The practice of maintaining appropriate ethical behaviour and adhering to the highest standards of morals and ethical principles and values in all activities.

### 2. Accountability at all levels:

- We are accountable to our stakeholders and necessary information will be available to them annually.
- Accountability is fixed for all the employees of the Institution.

### **3. Transparency in all actions:**

The Institute will function according to well laid procedures and rules, which will be informed to all stakeholders. The Institute will make public all important information related to its functioning.

### **4. Excellence in all our efforts:**

- We strive to achieve excellence by creating benchmarks and standards.
- We subject ourselves to internal and external reviews, audit & accreditation.

### **Sakthies' Graduate Attributes (SSWC Students)**

- Lifelong learners
- Self-driven innovators
- Effective and skilled communicators adopting new technologies and methods
- Creative Researchers and reflective thinkers
- Engage as individual and team worker
- Environment and Sustainability conscious women to protect global ecosystem.
- Highly knowledgeable, Competent and Professional leaders
- Technology Savvy
- Emotionally Balanced, Morally Upright and cultured citizen

### **Objectives**

- To educate the young minds and transform them as competent graduates.
- To provide academic knowledge through quality education.
- To achieve good results in university exams.
- To transform them into a responsible citizen.

## **QUALIFICATIONS / EXPERIENCE / PAY**

### **Norms :**

The qualifications, experiences for the various teaching positions are in line with UGC and Periyar University norms.

### **Increment:**

Annual increment will be decided based on the Staff Appraisal.

### **Probation**

Initially the selected candidates will be on probation for a period of one week after which the performance of the appointee will be reviewed to regularize the appointment.

### **Promotion Policy**

Promotion to higher level of service is time-bound and as per experience and qualification, except in cases where there is a need for improvement in performance. A Self appraisal form is provided to both teaching and non-teaching to recognize their efforts in academics, innovative practices. This form will be evaluated and are given due acknowledgements in the annual appraisals

### **Retirement**

- a. Teaching staff members of the college shall retire from the service when he / she attains the age of 70 years.
- b. Non-Teaching staff members of the college shall retire from the service when he / she attains the age of 70 years.

### **Resignation**

Any member of the faculty in permanent service shall give three months' notice, in case he / she desires to be relieved from the service. Alternatively he / she shall pay three months salary in lieu thereof. Normally they will not be relieved in the middle of a semester. In case of emergency or any other circumstances will be considered case by case.



At the end of every academic year willingness to continue in service will be asked in the month of April/May. If the member of the faculty intends to resign during this period no notice period shall be applicable (since this falls during the end of the academic year).

### **Termination of service**

The services of a temporary employee are liable to be terminated at any time, without assigning any reasons based on the performance and behaviour.

The services of an employee are liable to be terminated with one month's pay in lieu of the notice period, in the event of insubordination, dereliction of duty, professional misconduct and other undesirable activities.

### **Other General services**

- Matters which involve financial commitments will be subject to availability of funds and the decision of the management will be Final.
- The Management, subject to the ratification of the Governing Body of the college, is the authority for introducing, repealing or amending any service rule it deems necessary, for day- to-day administration of the college.
- The service conditions of the incumbent will be governed by the rules and regulations of the college amended and issued from time to time.

## **RECRUITMENT PROCEDURE**

### **Recruitment and Appointment Procedure:**

The method of recruitment to any service in the teaching cadre is exclusively through direct recruitment or based on promotion from lower to higher cadre duly satisfying all the conditions necessary for promotion that is approved by the competent authority.

- Wanted notification for the recruitment will be sent through social media and leading Dailies inviting suitable Application along with Curriculum Vitae for the indicated posts
- Interested candidates can come in person to submit their CV or can send them through post or mail.

- All the eligible candidates will be called for an interview.
- Dates for the interview will be intimated over phone or through message.
- The interview will be conducted in the presence of the expert committee and selection committee members.
- Appointment order will be issued to the selected candidates after the submission of all their original certificates in the office.
- Terms and conditions for appointment will be clearly stated in the appointment order.
- If the faculty is in need of her original certificates for various reasons, they may produce a requisition letter to the correspondent through principal along with the evidence for its need.

## **PRINCIPAL**

### **RECRUITMENT PROCEDURE- FACULTY**

Category : Principal

Qualification : 1.Ph.D (or) NET (or) SET

Experience : Professor in relevant discipline with total experience of 15 years in the field of Teaching / Research

Age : Maximum age limit for holding the post of principal shall be 62 years of age.

Mode of Recruitment

1. The selection committee includes the following members:

- Correspondent
- One external expert
- One member from the Governing Council.

Appointing Authority: Correspondent

Appointing Authority: Correspondent

### **Recruitment Procedure –Common to All Discipline Excluding Principal**

There shall be a selection committee consisting of the following members.

1. Principal
2. One member from the Governing Council
3. One External Expert.
4. HoD concerned
5. Two Internal Expert

Interview Procedure: The candidates shall be asked to take up a written test for screening the candidates who appear for the interview. After screening, the selected candidates are then asked by the selection committee to present any topic of their choice or interest from their domain for about ten minutes, to assess their subject knowledge and communication skills. Then a personal interview shall be conducted to assess the candidate's calibre and presence of mind. The selection committee shall then prepare the list of selected candidates in the order of merit.

### **RECRUITMENT PROCEDURE – NON-TEACHING STAFF**

Technical Post

Categories of Post

- a) System Programmer / System Administrator
- b) Technical Assistant
- c) Skilled Assistant
- d) Office Assistant

## Qualification and Experience

Designation	Qualification	Experience
a. System Programmer / System Administrator	B.Sc(CS) or BCA or DIP in Computer Tech(D.C.Tech)	Minimum one year experience is required in the field of computer maintenance and trouble shooting.
b. Technical Assistant	A Degree course in the relevant field	Minimum one year experience is required in Arts and Science College maintaining laboratory equipments / apparatus and handling laboratory experiments for helping the students.
c. Skilled Assistant	A passing 10th with ITI or +2 or 10th with minimum 2 years experience in Arts and Science Colleges or +2 or 10th	Minimum 2 years experience in Arts and Science Colleges
d. Office Assistant	A pass in 10th or +2 or its equivalent	Experience in Arts and Science Colleges will be given preference

There shall be a Selection Committee consisting of the following members:

- Principal
- AO
- Two Internal expert
- HoD concerned

Appointing Authority: Correspondent

## Library and Physical Education Staff

### Categories of Post

- a. Librarian
- b. Library Assistant
- c. Director of Physical Education
- d. Assistant Director of Physical Education
- e. Physical Training Instructor

Library Assistant	A pass in 10th or +2 with certificate course in Library Science, with a minimum one year experience in a local Library or College Library.
Director of Physical Education	A PG Degree in Physical Education with M.Phil or PhD in the Relevant field and computer knowledge is expected.
Assistant Director of Physical	A UG Degree in Physical Education with computer knowledge in the field of education and 3 years of experience in an academic institution preferably in Arts and Science Colleges. Certificate course in Yoga will be considered as additional qualification. Fresher shall also be considered based on their merit and ability.
Physical Training Instructor	Any Bachelor's Degree with Certificate Course in Physical Education with computer knowledge.

There shall be a Selection Committee consisting of the following members:

- Principal
- Management Representative – Member
- Concerned Director / HoD

- One External Expert
- Two Senior Faculty (Internal)

Appointing Authority: Correspondent

### Administrative Posts

#### Categories of Post

- Administrative Officer
- Assistant Administrative Officer
- Senior Assistant/Personal Secretary to Principal
- Junior Assistant
- Office Assistant
- Driver

Administrative Officer	A Master's Degree with computer knowledge and Administrative experience as an Office Superintendent in an academic institution is considered.
Assistant Administrative Officer	A Master's Degree with computer knowledge and Administrative experience in an academic institution is considered.
Senior Assistant / Personal Secretary to Principal	A Bachelor's Degree with computer knowledge possessing experience as a Junior Assistant in an academic institution, preferably in Arts and Science Colleges is considered.
Junior Assistant	A Bachelor's Degree with computer knowledge possessing Administrative Experience in an academic institution, preferably in Arts and Science Colleges or Fresher shall also be considered, based on their merit and ability.

Office Assistant	A pass in 10th class good physique is essential.
Driver	<p>A pass in 10th class</p> <ol style="list-style-type: none"> <li>1. Must possess a valid license for driving a heavy / light transport vehicle issued by the competent authority</li> <li>2. Must have basic knowledge of auto-mechanism.</li> <li>3. Must have one year experience in driving.</li> </ol>

There shall be a Selection Committee consisting of the following members:

- Principal
- AO
- Management Representative – Member
- Concerned Director / HoD
- Internal Expert

Appointing Authority: Correspondent

## **PROMOTIONAL PROCEDURE**

### **Selection Procedure for Promotion**

The Governing Council reviews the Performance Appraisal, Academic Performance and other capabilities of the candidates and thereby conducts a personal interview to the proposed candidates. Based on the above factors, the committee shall prepare a list of candidates recommended for the promotion in the order of merit and submit for approval. The approved candidates shall be promoted

### **Career Progression:**

Aspiring candidates with relevant qualifications and a passion for teaching can join as Assistant Professor. They can move forward in their career to the subsequent stages of Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, and

Professor. This is subject to their proven commitment and all round performance and their possessing the necessary qualifications / experience as set out in the statutory norms.

### **GENERAL CODE OF CONDUCT**

1. Faculty members should be more dedicated while performing their duties.
2. Faculty members should possess an optimistic approach towards students and fellow faculty members.
3. Any form that affects the working environment like informal communication should be prohibited inside the campus.
4. Faculty members should maintain secrecy and confidentiality about the matters that are discussed in the Department and staff meeting.
5. Money in any form should not be collected from students without receiving prior permission from the Principal and Correspondent.
6. Faculty members should not permit or allow outsiders without the permission of the Principal and Correspondent.
7. Personal views and ideas should not be discussed among students under any circumstances.
8. Conversation with the staff inside the classroom or in the veranda should be avoided when the classes are in progress.
9. Faculty members should not misuse their powers or influence to threaten students and others under any circumstances.
10. College resources should not be used by the faculty without prior permission from the Principal and Correspondent.
11. Unnecessary discussion about our college affairs with other college faculty members should be strictly avoided.
12. Faculty members are expected only to announce authenticated information received from the Principal and Correspondent.
13. Faculty Members should accompany the students during Educational Tours and Industrial Visits, following the instruction of the HoD& Principal.



14. If a memo is issued to any faculty that will be reflected in their service certificate.

## **DUTIES AND RESPONSIBILITIES**

### **THE CORRESPONDENT**

The Correspondent is the Administrative Head of the College. The Correspondent represents the management before the Government, interacts and co-ordinates with the University, the Director of Collegiate Education and all matters that are related to the general administration of the college. The supports the academic community headed by the Principal.

The Correspondent oversees the following administrative functions in consultation with the Principal like

- Appointment of the staff
- Approval of the probationary period of the staff and confirmation of their appointment
- Promotion of the staff
- Disciplinary action against the staff
- Maintenance of their service registers
- Salary of the staff
- Sanction of increment
- Provident fund
- Recovery of loan and closure
- Income tax
- All kinds of leave

The Correspondent has to keep in touch with the educational authorities and seek solutions for administrative problems as early as possible. The Correspondent must be familiar with all Government orders issued by the Government from time to time.

- The Correspondent is an Ex-officio of the Governing Body of the college. The Correspondent plays a vital role in policy making committees of the college.
- When there is a vacancy for headship in a department, the Correspondent follows the guidelines of the Institution and appoints the Head of the Department

- The Correspondent takes care of the mobilization of funds for the development of the college.
- The Correspondent oversees the functioning of administrator office, maintenance and hostels.

## **PRINCIPAL**

- The Principal is appointed by the board of management, through correspondent.
- The Principal is the academic head and executive authority of the college. As the leader of the academic community of the institution, the Principal should provide an environment that is very much essential for intellectual pursuit of both staff and students.
- The Principal plays a key role in motivating and inspiring the academic team to move towards excellence.
- The Principal keeps the Correspondent well informed about all matters of general and financial administration.
- The Principal represents the college to all academic institutions University Grants Commission, University etc.
- The Principal administers the day to day activities of the college.
- The Principal Plans and executes all academic programmes including research, consultancy and certificate courses.
- The Principal monitors the attendance of both teaching and non-teaching staff.
- The Principal approves the academic calendar and time table for internal assessment framed by academic committee.
- The Principal facilitates co-curricular and extracurricular activities.
- The Principal admits students in accordance with the policy of the Government and the management council and maintains students and staff discipline.
- The Principal is responsible for the effective functioning of the Heads of the Department and faculty members. The Principal also holds the responsibility in evaluating the performances of both the teaching and non-teaching staff in each department.

- The Principal is responsible for the composition and functioning of various bodies and committees.
- The Principal is also responsible for quality sustenance and quality enhancement in higher education as per NAAC guidelines.
- The Principal is in charge of financial administration of the college. The Principal prepares the annual budget for the college and gets the approval of the Management.
- The Principal is officially in-charge of the hostel. The Principal delegates the powers to the Dean of student affairs and warden respectively.

### **DEAN OF RESEARCH & STUDENT AFFAIRS**

The Dean of Research & Student Affairs is appointed by Correspondent in consultancy with the Principal. The responsibilities of Dean of Research & Student Affairs are:

- The Dean of Research & Student affairs has to take care of all affairs related to student's scholarship
- The Dean of Research & Student affairs has to take care of all affairs pertaining to students student's discipline
- The Dean of Research & Student affairs has to takes care of all affairs pertaining to students grievances
- The Dean of Research & Student affairs has to takes care of all affairs pertaining to student's conveyance issues
- The Dean of Research & Student affairs has to Counsel students, whenever in need.
- The Dean of Research & Student affairs has to take care of overall discipline.

### **DEAN OF ACADEMICS:**

The Dean of Academic Activities is appointed by the Correspondent in consultation with the Principal.

The responsibilities of Dean of Academics are:

- To coordinate the preparation of the semester general timetable along with HoD.

To maintain the list of arrear students of each department

- To coordinate the remedial programmes along with HoD
- To Prepare the Timetable for Internal Assessments and Model examination.
- To assist the chief superintendent of examinations during semester examinations
- To collaborate with the HoD for conducting the academic activities
- To redress grievances of students regarding academics
- To ensure that syllabi and new courses are presented in proper format for the academic council meetings.
- To focus on teaching pedagogy.

### **DEAN OF DEPARTMENT DEVELOPMENT & EXTENSION ACTIVITIES**

The Dean of Department Development & Extension Activities

is appointed by Correspondent in Consultation with the Principal. The responsibilities of Dean of Department & Extension Activities are:

- To coordinate all credential courses.
- To ensure department progression.
- To help in conducting seminars, workshops, conferences, endowment lectures in the departments.
- To organize the Training and FDP Programmes for the teaching and non- teaching faculty.
- To ensure students participation in competition both on campus and off campus.
- To ensure that all the requirements of both laboratories and library are fulfilled on time.

### **DEAN OF CAREER ADVANCEMENT**

The Dean of Career Advancement is appointed by Correspondent in Consultation with the Principal. The responsibilities of Dean of Career Advancement are:

- Student's Placement and training
- Career guidance for higher education
- EDC (Entrepreneur and Development Cell)

## **IQAC CO-ORDINATOR**

- The IQAC Co-ordinator develops quality benchmarks/parameters in various activities of the college.
- The IQAC Co-ordinator disseminates information on quality aspects.
- The IQAC Co-ordinator acts as a nodal agent of the institution for quality related activities.
- The IQAC Co-ordinator acts as a member of all the committees in the college to ensure quality standards to be evolved by the College.
- The IQAC Co-ordinator ensures quality assurance through extended IQAC and strengthened feedback mechanisms
- The IQAC Co-ordinator finalizes and sends reports to UGC and University.

## **HEADS OF THE DEPARTMENT**

As the Head of the Department holds the flagship for the smooth functioning of the Department, it is highly essential in appointing an eminent and efficient person. The Management in consultation with the Principal appoints the HoDs

- The Head of the Department strives to achieve academic goals and develop research programmes in the department with the support of the faculty team.
- The Head of the Department informs the Principal / Dean concerned whenever she has to be away during the working hours of the college.
- The Head of the Department is responsible for the smooth functioning of the department and ensures the punctuality of the faculty in executing their assigned duties.
- The Head of the Department should formulate the Programme Outcome(PO), Programme Specific Outcomes (PSOs) and Programme Course Outcome (PCOs).
- The Head of the Department shares responsibilities with the members of the department and builds up team spirit.

- The Head of the Department conducts faculty meetings at least once in a week or at times to facilitate interaction or to share the instruction of the Principal among the staff.
- The Head of the Department evaluates the semester results with the faculty and plans appropriate action to improve the students' performance.
- In the absence of the heads or when the heads take leave, they communicate with the next senior member (department secretary) in the department to take charge of the department.
- The Head of the Department plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students.
- The Head of the Department consults the faculty members and prepares the list of books and requirements for the department and submit them to the Principal before the end of every academic year.
- The Head of the Department monitors the student's attendance to avoid students falling under below percentage category.
- The Head of the Department takes care of the discipline of the department and contacts the parents of the defaulters for counseling.
- The Head of the Department listens to the grievances of students regarding department matters and redresses them in consultation with the principal or deans.
- The Head of the Department ensures proper conduct of practical classes in the lab and gives instructions about the lab requirements to the lab coordinator in advance.
- The Head of the Department maintains the following files in the department.
- Syllabus files for the academic year offered by the Affiliated University.
- Workload of the department and individual faculty semester-wise along with the additional responsibilities given to faculty member.
- Minutes of the faculty meetings.
- Students name list class wise.
- Copies of marks of the internal assessment and university exams for each semester.
- Academic Diary along with the department activities.

## **DEPARTMENT SECRETARY**

The Department Secretary is the next senior in the Department. The Department Secretary takes charge of the Departments and assists the Head of the Department.

- The Department Secretary is appointed by the principal in consultation with the Head of the Department through Correspondent.
- The Department Secretary monitors, leads, trains, and manages staff and students of the department.
- The Department Secretary co-ordinates and helps in attaining the set goals of the department. The Department Secretary ensures whether the overall day-to-day department activity runs smoothly.
- The Department Secretary plays the role of the Head of the Department in her absence.

## **CLASS ADVISOR**

Each Faculty member is appointed by the Correspondent of the College in consultation with the members of the management. The subjects and faculty workload is allotted to the appointed staff by the HoD in consultation with the Principal and department faculty members .

- Faculty member has to cooperate with the HoD and other faculty members for an efficient functioning of the department with team spirit.
- Faculty member is given the responsibility of a class advisor.
- Faculty member has to resume the role of an academic counsellor and mentor for her respective class.
- Faculty member has to adopt suitable, innovative and appropriate methodology with respect to teaching and evaluation.
- Faculty member has to complete the syllabus in the stipulated time frame.
- Faculty member has to coordinate with the HoD and Dean concerned in administering internal assessment, setting the question papers on time, evaluating the answer papers, entering the marks in the records as well as in automation and see to it

that the answer sheets are returned after evaluation to the students in 3 days time from the date of the assessment and exam.

- Faculty member has to consider the invigilation of Internal Assessments, University Exams and Cycle Test seriously and check malpractice.
- Faculty member has to undertake research and help in the activities of the department.
- Faculty member will be actively involved in practical/project/library work.
- Faculty member will be available in the campus during college working hours and as and when required.
- Faculty member has to take care of the disciplinary issues of the students for all college functions.
- Faculty member should organize guest lectures, field visits, seminars whenever needed in consultation with the HoD.
- Faculty member should report to class on time and should not leave the class before the bell or schedule time. Faculty should not cancel the classes unnecessarily or without the knowledge of the HoD.
- Faculty member is responsible for maintaining the attendance records of her/his class students.
- Faculty member should not admit students who come late to the class without the late-slip from the Principal.
- Faculty member should inform the HoD about casual leave in advance and make necessary alternate arrangements.
- Faculty member should borrow classes with the approval of the HoD to make up for the classes that they have cancelled or missed due to her absence.
- Faculty member should identify the slow learners (after the first internal assessment) and provide special care and guidance for the improvement in their studies.

### **PLACEMENT OFFICER**

The Placement Officer is appointed by the Correspondent of the College. The responsibilities of Placement Officer are

- To correspond to prospective companies for interview date and schedule of events.
- To arrange for interview facilities at the campus and written test halls.



- To receive the personnel and provide necessary inputs about the college and to co-ordinate placement co-ordinator for smooth functioning at various locations (interview halls, written test halls etc).
- To collect the appointment letters or correspond to get them as soon as the interview is over.
- To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.

### **PHYSICAL DIRECTOR**

The Physical Director is appointed by the Correspondent of the college

- The Physical Director is in-charge of all sports and games activities in the college.
- The Physical Director is the manager of all college teams and prepares the players with proper training and practice for university ranking and placement.
- The Physical Director ensures proper use of sports material and facilities
- The Physical Director has to purchase sport items by coordinating with the Administrative Officer
- The Physical Director has to encourage students to participate in zonal/university tournaments.
- The Physical Director has to propose an annual budget for sports.
- The Physical Director has to ensure discipline among students in campus. The Physical Director helps in the organization of various events in the college

### **LIBRARIAN**

The Librarian is appointed by the Correspondent.

- The Librarian facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities
- The Librarian manages the library as well as the digital library of the college.
- The Librarian should encourage the widespread usage of available information access facilities.
- The Librarian has to prepare the list of requirements for the next year and presents to the Principal's approval before the beginning of every semester.

- The Librarian is in-charge of the books, magazines and all equipment in the library.
- The Librarian has to classify the books and periodicals and computerize them.
- The Librarian is responsible for lending books and magazines from the library.
- The Librarian has to provide an orientation programme about the library to the new students and facilitate their reading in the library.
- The Librarian has to facilitate the research activities of the faculty.
- The Librarian has to keep in track about the utilization of books and audio visual materials in the Library.
- The Librarian has to maintain accounts regarding purchase of books, magazines, journals and prepares annual reports.
- The Librarian has to be cautious about the expiry and renewal of subscriptions.
- The Librarian has to assigns work and supervise the library Assistants
- The Librarian ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
- The Librarian has to provide URL links/resources for information on various study material
- The Librarian has to weed out obsolete study material as per the college norms
- The Librarian has to dispose the weeded out material
- The Librarian has to ensure the availability of reprographic facilities
- The Librarian has to maintain the books in good condition
- The Librarian has to seek reviews on books recommended
- The Librarian has to seek suggestions / feedback on databases used.
- The Librarian has to establish specialized search facilities for faculty's teaching and research needs.
- The Librarian has to establish a repository of cases and keeps adding new cases on a continuous basis.
- The Librarian has to provide adequate access and borrowing facilities to faculty pursuing Doctoral programmes.

- The Librarian has to ensure availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
- The Librarian has to coordinate with department library in-charge for smooth functioning of department library
- The Librarian has to provide all statistical information pertaining to the library
- The Librarian has to attend to any other work related to the library that may be assigned from time to time.

### **DUTIES OF TEACHING FACULTY (ACADEMIC)**

1. The faculty member and HoD should discuss in detail about the subject allocation, time table etc., before giving their consent.
2. As per the instruction given by the HoD proper notes, hints and question Bank should be provided to students on time.
3. Proper Guidance should be provided to all students, identifying Toppers, Slow Learners and Team leaders.
4. During practical hours faculty in charge should be on rounds in the lab monitoring the performance of each student.
5. Faculty members should concentrate more on the result, as their performances are assessed based on the university result.
6. E-Content must be prepared for all the units using ICT tools by the concerned faculty and after completion of each unit, students' seminars or assignments must be assigned from each unit.
7. Faculty members should follow their class as well as lab timetable very strictly and should be punctual to their classes. No alteration or interchange of hours should be done without the knowledge or prior permission of the HoD.
8. Two internal assessments and one model exam will be conducted. Papers of the assessments and examination should be evaluated in two days time and distributed to the students.

9. Portions covered later or after the announcement for the date of exam should not be included for the internal assessments.
10. Marks of evaluation for cycle tests, assessments and examination should be recorded in the in the handbook of the faculty member and in ERP.
11. Notes of lessons for each unit should be prepared by the faculty members in the stipulated time.
12. Subject teachers should verify whether the students possess the notes for the concerned subject.
13. Subject teacher is held responsible for the academic result of students in their allotted class.
14. Students Attendance Register should be maintained neatly and subject teachers are asked to sign the register regularly as soon as the class is over.
15. Faculty members should receive permission and inform the Principal and HoD about the dates of special classes that have been planned.
16. Subject Teachers should be present on the day of the university exam to verify the question paper of the respective subject.
17. Unnecessary class adjustments should not be done if the faculty member is present inside the college premises, if any type of adjustment is done should be brought to the knowledge of the concerned department HoD as well as the Principal.
18. Faculty members can facilitate placement in their respective departments.
19. Faculty members should update their Hand Books and Automation.

## **WORKING POLICY**

### **Working Hours**

There are 30 hours of working per week for the college and the normal working hours is from 9.00 a.m. to 3.00 p.m. with a 40 minutes lunch break. The college normally works for 5 days in a week.

### Teaching Days

The College shall have at least 180 full teaching days per year or 90 full teaching days per semester. “Teaching Days” here shall mean actual class room/laboratory contacting teaching days and do not include days of examination / tours / sports etc.

### Workload Norms

All full-time faculty members should perform a minimum of 16 hours of work per week for the Institution on a 5 day week basis. The Institution has the right to fix the working hours and days depending upon the exigency. The 16 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, etc., the 16/18 contact hours may be assigned by the HoD. However, the faculty member is expected to devote her time for research, lesson preparation, valuation of test/assignment etc. she shall be present in the department during the working hours of the institution, unless, otherwise she goes on other official duties with prior permission from the concerned authority.

### FACULTY DEVELOPMENT PROGRAMMES

Faculty members are permitted to attend FDPs organized by the Universities /Colleges /Institutions that is related to career enhancement in an academic year, without affecting their work. The college also organizes FDPs for all teaching and nonteaching staff members in the general areas of effective teaching communications/ pedagogies as well as skills that is essential for their career advancement.

The faculty members are provided with seed money to take up research ventures, journals, book publications as well as to participate and present papers in seminars and conferences.

### LEAVE RULES

#### Short Title and Application

These rules are called “SHRI SAKTHIKAILASSH WOMEN’S COLLEGE Employees Leave Rules” here are called as “SSWC Leave Rules” and they shall come into force with immediate effect.

These rules shall apply to all persons employed in connection with the affairs of SSWC.

#### Kinds of Leave

- Casual Leave
- On Duty Permission
- Medical Leave and Maternity Leave
- Sabbatical Leave
- On Duty for Pursing Part - Time PhD study.
- Permission / Late Attendance
- Marriage Leave

#### Casual Leave

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. She is eligible to avail herself of 12 days of Casual Leave in an academic year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 2 days in case of emergency, based on the proof produced.

#### On Duty Permission

On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in the prescribed form duly signed by the HoD and on the approval by the Principal/Dean.

The teaching staff members will be allowed a maximum of 24 working days in an academic year as “ON DUTY” for the purpose of attending Central Valuation / External

Examiner for practical examinations connected with University. Teaching staff members who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if any pertaining to the college should be specifically informed to the HoD and Principal and permission should be obtained in advance.

### **Permission / Late Attendance**

Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave or LOP as the case maybe. Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work. All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff member is late, she has to sign in the late register maintained in the office. Late attendance for more than an hour will be treated as half-a-day leave. If any staff member comes late on more than two occasions in a month, each late attendance of such type will be treated as half-a-day leave.

Either two permissions or two late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave or L.O.P will be counted.

### **Marriage Leave**

The staff members are eligible for 7 to 10 days of marriage leave from the day of marriage on producing the marriage invitation. The marriage leave can be combined with C.L or LOP .The concerned staff member shall apply for marriage leave in advance.

### **Vacation/ Holidays:**

Vacation will be provided to both Teaching and Non-Teaching Staff members.

### **Medical Leave**

Married faculty members can avail maternity leave with salary with the notice and approval of the Principal

If a staff member is in need of leave on medical grounds for various reasons and situations, it will be considered case by case and the approval for leave will be granted by the Principal with the knowledge of the Correspondent

### **OD For Official Work**

Staff members deputed by the College to attend any official work including arrangements for institutional programmes, University work, Staff invited for paper presentation in Conference / Symposia / Seminar conducted by other Colleges / Universities / Professional societies etc. will be granted 'On duty'.

### **Compensatory Leave**

The Management may, in exceptional cases, sanction Compensatory Leave to staff members who are required to work extra hours and on an official holiday. However, no compensation shall be provided for the duty performed in connection with the inspection from university, NAAC, Practical, Theory and Arrear examinations conducted by the University or for any other work in which a honorarium is received by the staff and matters in which the participation of the staff members is official and inevitable. Compensatory leave cannot be combined with CL or any other leave. This leave should be availed only on the date for which the leave is sanctioned.

### **LOSS of Pay (LOP)**

LOP regulation will not be applicable to the staff member in maternity leave and leave taken for appearing for examinations, related to higher studies. LOP will be applicable to the staff members who have availed all twelve days of their casual leave.

### **Regulations**

All types of leave and permission should be availed with prior approval. However, in exceptional cases, CL or Permission can be availed under intimation over phone to the HOD or any other designated staff concerned shall make alternative arrangements, under intimation to the Principal. The same will be regularized only after submitting proper application on the same day



of reporting for duty, failing which the entire period of absence will be accounted as Leave on Loss of Pay. Absence without intimation (before 9 a.m.) will be treated as LOP .Without alternative class work arrangement details, leave shall not be sanctioned. For leave requested over phone, Staff members who are getting relieved from the institution are not authorized to avail vacation (Winter & Summer), during the notice period.

### **GRIEVANCE AND REDRESSAL SYSTEM**

There is a Grievance Redressal Committee, which looks into the specific grievances reported by the employees, which are resolved with suitable recommendations.

### **HR POLICY BOOK**

A copy of the H R Policy book is given to each department and maintained for ready reference for faculty members. The H R Policy book covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff, academic targets, etc.

**<https://www.sakthikailashcollege.org>**