



PART - I

SERVICE RULES

The Director of the college has the full authority to change any clause in the service rule with consent of Governing body.

CHAPTER 1: METHOD OF RECRUITMENT

1.1 SCREENING

1.1.1. Recruitment is normally done twice a year at the beginning of each semester.

1.1.2. Number of vacancies is notified by the Director /the Principal based on student strength / resignations or terminations of staff members, to the President for approval and information.

1.1.3. Vacancies are advertised in leading newspapers and magazines published by Malankara Orthodox Church.

1.1.4. Screening of applications is done by the respective screening committee.

1.1.5. Short listed candidates are informed through call letters / over telephones by Administrative Office.

1.2 INTERVIEW

1.2.1. Interview Board consists of Director, Members of the Governing Body, Principal, and subject experts.

1.2.2. Selected candidates are informed through call letters / over telephones by Administrative Office.

1.2.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the President as per the guidelines approved by the Governing Body.

1.3 PAY FIXATION

1.3.1. Pay for the selected candidates is fixed by the Director as per the pay scale approved by the Governing Body for the respective post based upon the qualification and experience of the candidate.

CHAPTER 2: SERVICE CONDITIONS FOR THE STAFF

2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Director/Principal/ Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all the duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

2.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the President or Director.

2.4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

2.5. Any staff member, on appointment, shall be on probation for a period of one year.

2.6. All the staff members shall be paid scale of pay and other allowances as per MBC College norms.

2.7. All staff members should have SBT account and BSNL-Mithram_MBC_CUG mobile connection.

2.8. All staff members should be present and mark their attendance in both register and punching machine as per the time schedule given by the Director, unless they are on duty outside the campus, or on leave.

2.9. Staff should be available in the college premises during the entire prescribed hours, on all working days.

2.10. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.

2.11. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside for study or training, except with the prior permission of the President and such application should be routed through the Director and Principal / Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken.

2.12. The President / Director of the college shall have the right to place any staff under suspension on charges of misconduct.

2.13. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his / her duties, the President / Director has the discretion to award punishment

such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the President / Director.

2.14. For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

2.15. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

2.16. Staff members should get prior permission from Director / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

2.17. Staff members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

2.18. All members of the staff shall be governed by general rules / norms practiced by the college from time to time with / without prior notification.

2.19. Members of the staff are classified into three groups.

(1) **Administrative staff:** Director, Principal, Bursar, Student Advisor and Chaplin.

(2) **Teaching staff:** Faculty members and lab staff.

(3) **Nonteaching staff:** Office staff, Project staff, Library staff, Hostel managers, Security staff and Substaff

2.20. All nonteaching staff (Office, Library, Project and Substaff) supposes to come and sign in the register (punch) all days other than Sundays, public holidays and holidays declared by the President.

CHAPTER 3: RESIGNATION/ TERMINATION

3.1. When a member of the staff wants to resign from the service, he/she should submit resignation notice either in April or in October of the year. In case of any violation, the staff member should give three months salary to the college.

3.2. As per the resignation request (3.1), he /she is relieved from service by the last working day of May or November of the same year.

3.3. If any of the staff of the college accepts any fees, commission or any favour for admission process or any other matter related to the college, he/she will attract disciplinary action/ termination without prior intimation.

3.4. The President shall have the power to take disciplinary action/terminate the services of a member of the staff of the college, for any of the following reasons:

a. Serious misconduct and wilful negligence of duty;

- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 3.1 will not be applicable and the staff member will be terminated with immediate effect without prior intimation.

CHAPTER 4: LEAVE RULES

4.1. LEAVE RULES

4.1.1. Leave shall not be claimed as a matter of right.

4.1.2. A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior authority authorized to give permission.

4.1.3. Leave form is to be submitted in advance and approval must be obtained from his / her superior authority prior to availing the leave.

4.1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 48 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

4.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

4.1.6. All the leaves should be regularised within that month itself. If the leaves are not regularised before the end of a month it will result in Loss of Pay for the unauthorised absence. No further remainders will be issued in this regard.

4.1.7. Two type of leave should not be combined together except Casual Leave and Compensatory off.

4.2. CASUAL LEAVE (CL)

4.2.1. Casual Leave is a concession given to the staff to enable them in special circumstances to be absent from their duty. However this cannot be claimed as a matter of right.

4.2.2. All the teaching faculty including lab staff are eligible for 15 days of casual leave per year at 1.25 days per month during the Calendar Year from 1st January to 31st December as per KSR. The nonteaching staff including project department are eligible for 20 days of casual leave per year at 1.5 days per month during calendar year.

4.2.3. At a time, maximum number of continuous casual leave is limited as per KSR rule. Carryover of lapsed CL is not permissible.

4.3. VACATION LEAVE (VL) FOR TEACHING STAFF (INCLUDING LAB STAFF)

4.3.1. These rules govern the availing of vacation leave for each semester. The vacation leave should be taken with the prior approval of the Director/Principal with the recommendation of Designated Authority.

4.3.2. Vacation Leave (VL) is applicable only to the teaching faculty including lab staff with eligible service (after probation period/confirmation).

4.3.3. The total number of VL days for teaching faculty including lab staff is limited to 30 (Thirty), only after rendering a continuous service of one full calendar year in this institution as per 4.3.4.

4.3.4. Vacation leave must be availed in summer vacation period in the months of May or June or in winter vacation period in the months of November or December without affecting the regular classes. Maximum of 5 vacation leave can be availed in case of personal emergency with prior permission of the Director through the recommendation of Principal at any time of the calendar year.

4.3.5. All the teaching faculty with any additional responsibility like industrial visit, sports, NSS, exam cell, etc should strictly follow vacation leave rules. No relaxation will be allowed to ensure smooth functioning of the institution.

4.3.6. Remaining vacation leave cannot be carried over to the next year.

4.3.7. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included. Both prefix and suffix holidays will be excluded. A Minimum of 5 (five) continuous vacation leave will be valid.

4.3.8. Vacation leave will be deducted as per the number of LOP leave.

4.3.9. For calculation purpose, vacation leave per month is limited to 2 (two).

4.4 EARNED LEAVE (EL) FOR NON-TEACHING STAFF (Office, Library and Substaff)

4.4.1. The number of days of earned leave for non-teaching staff is restricted to 30 days per year which should be availed within the corresponding calendar year.

4.4.2. A staff member becomes eligible for earned leave only after rendering a continuous service of one full calendar year.

4.4.3. A staff member can avail earned leave at any time of the calendar year with prior permission of the Director through the recommendation of Bursar, without affecting the smooth functioning of the institution.

4.4.4. At a time, minimum number of earned leave is limited to 5 (five) and maximum is limited to 15 (fifteen).

4.4.5 Out of 30 earned leave, a maximum of 10 (ten) [unavailed] leave can be carried over to the next calendar year and carried leave must be availed within that calendar year.

4.4.6. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included. Both prefix and suffix holidays will be excluded.

4.4.7. Earned leave will be deducted as per the number of LOP leave.

4.4.8. For calculation purpose, Earned leave per month is limited to 2 (two).

4.5. LEAVE RULES OF ADMINISTRATIVE STAFF

4.5.1. Maximum number of Casual leave is 20.

4.5.2. Maximum number of Earned leave is 30.

4.5.3. Chaplain is eligible for weekly off.

4.6. LEAVE RULES OF PROJECT STAFF

4.6.1. Project Staff are supposed to be present and sign (punch) in the register on all days other than Sundays and public holidays.

4.6.2. In the case of electricians, one should be present throughout the day and night on all calendar days.

4.6.3. Project staff is eligible for compensatory off (CO) for the duties on sundays and public holidays

4.6.4. CL and EL are applicable as per the leave rules of nonteaching staff.

4.7. LEAVE RULES OF HOSTEL MANAGERS

4.7.1. Hostel managers are supposed to be present and sign (punch) in the register on all days except Onam and Christmas holidays.

4.7.2. They must be present a day before the opening date and punch their attendance at 3 pm.

4.7.3. They are eligible for weekly off (WO) other than Sunday. At a time, maximum of continuous weekly off (WO) is limited to 2 (two).

4.7.4. For permitting weekly off, one must be present throughout the day and night in the hostel.

4.7.5. They can avail 30 days vacation leave when hostels are closed. Out of these 30 days, maximum of 7 vacation leave can be availed in case of personal emergency with prior permission of the Director through the recommendation of Principal/Bursar at any time of the calendar year.

4.7.6. For compensating the duty on public holiday, they are eligible for 20 Casual Leave (CL).

4.7.7 Any other absences other than these leaves are treated as LOP.

4.8. LEAVE WITH LOSS OF PAY (LOP)

4.8.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 25 days in an year, it will be considered as a Break-of-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/ Bursar shall be final in such cases.

4.8.2. If any staff member is absent from duty without prior or later permission within 5 days, such period of absence will be considered as LOP.

4.8.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

4.8.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing vacation leave/earned leave in the calendar year.

4.8.5. CL and EL/VL will be reduced corresponding to the LOP.

4.8.6. Limit of VL/EL exceeds may results in LOP.

4.9. MATERNITY LEAVE (ML)

4.9.1. A woman employee of the institution is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, subject to prior approval of the Director with the recommendation of Principal.

4.9.2. In addition to the above, salary of the employee during the Maternity Leave should be credited as per decision of management.

4.9.3. Any additional leave beyond the above will be reckoned as leave on LOP.

4.9.4. An employee can avail ML only on two (2) occasions in her entire service period.

4.9.5. The ML sanctioned shall be availed on a continuous basis and cannot be availed in slots.

4.9.6. The decision of the Director will be final in sanctioning of ML.

4.10. DUTY LEAVE (DL)

4.10.1. Duty Leave is permitted for genuine cause to go out on official duties or to participate in placement drive, industrial visit, etc. with prior approval from the Principal.

4.10.2. Duty Leave will be regularized only after submission of duty certificate (sufficient proof).

4.10.3. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

4.10.4. External duties other than college activities assigned by the President of the college will be treated as duty leave.

4.11. COMPENSATORY OFF (CO)

4.11.1. Compensatory Off is a leave sanctioned to a staff who worked minimum 6 hours on a holiday or minimum 5 hours on night (after 6 pm) for emergency work with prior written permission from the Principal/Designated Authority.

4.11.2. Compensatory off must be availed within 3 months from the day of the duty carried out.

4.11.3. Compensatory leave should be availed as full day only.

4.11.4. Compensatory off can also be combined with Casual Leave.

4.11.5. Application of compensatory off will be sanctioned by the Director on the basis of the prior recommendation of Principal/Bursar.

4.11.6. Adjustment leave will be sanctioned on special days only by the Director on the basis of the prior recommendation of Principal/Bursar.

CHAPTER 5: ATTENDANCE MANAGEMENT

All staff members must sign in the register and punch in the biometric machine.

5.1 BIOMETRIC ATTENDANCE RULES AND REGULATION

5.1.1. The primary basis of attendance will be the Biometric System and the secondary is Attendance register.

5.1.2. All staff members are directed to punch their attendance in the biometric system twice in a day while they are entering and leaving the college.

5.1.3. Missed punching must be treated as full day leave. No relaxation will be permitted even if they signed in the attendance register.

5.1.4. There is no need of permission letter for late entry upto 10 minutes of their respective timing and the maximum permitted time in a year will be 150 minutes in a year. After 150 minutes, staffs should submit the late entry form for every delayed/early going entry. Failing of late entry form submission within two working days will result to a half day/full day casual leave/loss of pay leaves.

5.1.5. Staffs should submit the application for permission for every delay more than 10 minutes in Biometric punching.

5.1.6. Each six hour permission will be treated as one Casual Leave.

5.1.7. The updated rules will be available on the portal <http://mbcserver>

5.2 TIME SCHEDULE PUNCHING

| Department | | First Working Day | | Normal Working Day | | Last Working Day | | Non regular working days (Saturdays) | |
|----------------|---------|--|---------|--------------------|---------|------------------|---------|--------------------------------------|--------|
| | | Before | After | Before | After | Before | After | Before | After |
| Administrative | | Single punching between 8:00 am and 5:00 pm | | | | | | -- -- | -- -- |
| Teaching/Lab | | 9.20 am | 4.40 pm | 8.50 am | 4.30 pm | 8.50 am | 3.30 pm | -- -- | -- -- |
| Office | | 9.20 am | 4.40 pm | 8.50 am | 4.30 pm | 8.50 am | 3.30 pm | 9.00 am | 3.30pm |
| Library | Shift 1 | 9.00 am | 4.00 pm | 8.00 am | 3.00 pm | 8.00 am | 2.00 pm | 9.00 am | 3.30pm |
| | Shift 2 | 11.00 am | 6.00 pm | 11.00 am | 6.00 pm | 11.00 am | 5.00 pm | | |
| Project | | 9.20 am | 4.40 pm | 8.50 am | 4.30 pm | 8.50 am | 3.30 pm | 9.00 am | 3.30pm |
| Security | | Punching between 7.30 - 8.00 am (FN) and 6.00 - 6.30 pm (AN) | | | | | | | |
| Hostel | | Punching between 10.00 - 10.30 am (FN) and 4.30 - 5.00 pm (AN) | | | | | | | |
| Substaff | | 9.20 am | 4.40 pm | 8.50 am | 4.30 pm | 8.50 am | 3.30 pm | 9.00 am | 3.30pm |

5.3 ATTENDANCE REGISTER

5.3.1. Attendance register should be kept and maintained properly by the following authorities

| <u>Department</u> | <u>Authority</u> |
|--|-----------------------|
| Administrative Department | Director |
| Head of Departments, Deputy Office manager (Sr) , Librarian, Placement Officer | Principal |
| Project Engineer, Security Officer | Bursar |
| Teaching and Lab Staff | HOD's concerned |
| Office Department | Deputy Office manager |
| Library Department | Librarian |
| Project Department | Project Engineer |
| Sub staff Department | Deputy Office manager |
| Security Department | Security Officer |
| Hostel Department | Student Advisor |

5.3.2. All the attendance registers should be submitted to the Principal on the last working day of every week.

5.3.3. If a staff member is absent, corresponding authority should mark a red ink crossing in the attendance register regularly. If the authority is absent, he/she must make an alternative arrangement. They should mark all the leaves in the attendance register.

5.3.4. Authorities must keep duty/charge hand over register along with them. If a staff member is absent, alternative arrangement should be documented in the corresponding duty/charge hand over register with signature of both staff.

5.3.5. If a red ink crossing marked in the attendance register, staff member have no right to sign over it. The red mark in the attendance register should be ratified only by the Principal/Bursar.

5.3.6. Cancellation of any leave must be possible only through the submission of cancellation application.

CHAPTER 6: CONDUCT & DISCIPLINE

6.1 CONDUCT

6.1.1. All Staff members of the college must wear their identity cards every time when they are entering into the campus.

6.1.2. Gents staff of the college should wear formal dress only and Ladies staff should wear either Churidhar with MBC overcoat or Saree inside the campus.

6.1.3. Every staff shall maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution at all the times.

6.1.4. Every staff shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

6.1.5. Every staff shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

6.1.6. Every staff shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

6.1.7. No staff shall be associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

6.1.8. All staff of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the

influence of any intoxicating drink or drug during the course of his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink or drug.

6.1.9. **Obligation to maintain secrecy:** Every staff shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a Designated authority in the discharge of his/her duties.

6.1.10. Staff of the College shall never enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the President.

6.2. DISCIPLINE

6.2.1. The President /Director may place any staff under suspension when disciplinary proceedings against him/her are contemplated or are pending or a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

6.2.2. Any staff member who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his/her detention / conviction by an order of the President and shall remain under suspension until further orders.

6.2.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

6.2.4. Any staff Member found indulging in any kind of groupism will be subjected to discipline proceedings by the President/Director.

CHAPTER 7: COLLEGE COUNCIL/ ANTI-RAGGING COMMITTEE

7.1. The College Council, Anti-ragging committee and all other statutory committee should be constituted and functioned as per the university statutes and government norms.

CHAPTER 8: COLLEGE CALENDAR

8.1. The Head of the institution must nominate one HOD for the preparation of college calendar.

8.2. Academic calendar is directed to publish on the very first working day of each odd semester.

8.3. All the series examinations, arts day, technical festival, annual sports day, industrial visit/tour, department wise parents meeting, Hostel days (LH,MH,BMRH) should be included in the academic calendar.

8.4. All the dates must be decided by the Principal in consideration with college council.

8.5. College council member nominated by the head of the institution will be chief co-ordinator of various events like arts day, technical festival, annual sports day, MBC trophy tournament etc.

CHAPTER 9: APPEALS AND REVIEW

9.1. The staff members of the College are welcome to submit their appeals or grievances if any to the DIRECTOR/PRINCIPAL for review and rectification.

PART - II

The Duties and Responsibilities

CHAPTER 10: GENERAL

10.1. The faculty member should come to the college at least 10 minutes before the commencement of classes and should be available 30 minutes in the college after the end of the last hour for the clearance of student's doubts.

10.2. All the faculty members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

10.3. The work load of all the staff shall be fixed by the management. The work load of the faculty should be as follows:

(i) Principal: 4 hours / week. He / She should handle one core subject.

(ii) Dean / Professor: 8 hours / week. He / She should handle two core subjects.

(iii) Associate Professor: 12 hours / week. He / She should handle minimum of two core subjects.

(iv) Assistant Professor / SL / Lecturer: 16 hours/week. He / She should handle minimum of two subjects.

For the above stipulations, No relaxation will be allowed. The work of faculty shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

10.4. Faculty members are expected to update their knowledge by attending seminars / workshops / conference, without affecting their duties, after obtaining necessary permission from the Principal. Maximum duty leave will be limited to 5 days per year for the same.

10.5. Faculty members should attempt to publish text books, research papers in reputed International / National Journals or Conferences.

10.6. The faculty member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

10.7. Any kind of groupism should be absolutely avoided. Faculty members found indulging in such activities will be subjected to disciplinary proceedings.

CHAPTER 11: THE DEPARTMENT

11.1. The Head of the Department (HOD) should act as role model, inspirational force and give leadership, guidelines, etc. to his/her department staff and students. His action should not be influenced by vested interests or favouritism.

11.2. The HOD must keep the update department staff's profile and put up for inspection by Director/Principal as the case may be.

11.3. The HOD should mark in the class log book regarding engagement of faculties in the class every week.

11.4. The staff member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

11.5. The subjects will be allotted by the HOD after taking into account of the staff member's specialisation, interest and experience.

11.6. In addition to the teaching, the staff member should take additional responsibilities as assigned by the HOD / Principal in academic, co-curricular or extracurricular activities.

11.7. Whenever a staff member intends to take leave, the staff member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

11.8. Any type of staff leave applications should reach the higher authorities only with the recommendation of the HOD.

11.9. All the staff member should make himself / herself presentable. The staff member should show no partiality to any segment / individual student.

11.10. If there is a genuine complaint regarding their department staff, HOD should initially call the concerned staff and ask him to rectify the problem as early as possible. If no change occurs after two or three such attempts, the matter should be reported to the higher authorities.

11.11. HOD must assign their own teaching faculty members to accompany the students during industrial visit/tour.

11.12. Parents meeting will be conducted at least once in each semester after first series examination with its progress report.

11.12. During the admission of new batch, Group tutor will be nominated by the HOD.

CHAPTER 12: GROUP TUTOR

12.1. The Group tutor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

12.2. The Group tutor should motivate the students and bring out the creativity / originality in the students.

12.3. The Group tutor should get the feedback from students and subject faculties to achieve the ultimate goal.

12.4. The Group tutor should interact with the students daily to provide parental care for them.

12.5. The Group tutor must frequently inform Student Advisor about the student's habitual absenteeism, academic backwardness, objectionable behaviour, etc.

12.6. The Group tutor should inform the individual student's performance to HOD, Student Advisor and Parent after publishing result of every examination.

12.7. The Group tutor should check the attendance management system regularly and be answerable if anyone is not attending the regular class. If a hostel resident is unauthorised absent, Group tutor should collect information from the Student Advisor.

12.8. The Group tutor should take care of academically backwards students and pay more special attention to their needs (in special classes) by the help of subject faculties.

12.9. If sensitive unhealthy activity of a student is noticeable then group tutor should rectify it with the help of student advisor confidentially.

CHAPTER 13: CLASS ROOM TEACHING

13.1. Once the subject is allotted, the faculty member should prepare the lesson in an effective manner to achieve the ultimate goal.

13.2. The faculty member should submit course file in the end of semester to the HOD. The course file consists of previous year university question papers, module wise sheet, attendance register, internal exam question papers, two model answer scripts for each test/exam, Assignments , etc.,

13.3. The faculty member should refer to more books than textbooks and prepare his/her lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

13.4. The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

13.5. The faculty member should engage the full class hour and should not leave the class early.

13.6. Every faculty member should check the prescribed dressing and appearance of student regularly and if any violation is found, faculty member never provides attendance as well as submits their id card to HOD.

13.7. As soon as the faculty member enters the class, he / she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked it as absent. In case of repeaters or habitual latecomers, the faculty should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the group tutor.

13.8. Everyday faculty member should note the attendance in the Master Attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

13.9. The faculty member should encourage students asking doubts / questions.

13.10. The faculty member should get the feedback from students and act / adjust the teaching appropriately.

13.11. The faculty member should pay special attention to academically backwards students.

13.12. The faculty member shall give possible questions with model answers for each module.

13.13. The faculty member should interact with the group tutor and inform him / her about the student's habitual absenteeism, academically backwardness, objectionable behaviour etc.

13.14. The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.

13.15. The faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

13.16. The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

CHAPTER 14: LABORATORY & WORKSHOP

14.1. All the Laboratories / workshops in the departments must be under the control of the HOD.

14.2. HOD should make regular visit to the laboratories and workshops. HOD should make periodic checking of the working condition of various equipments and must make detailed report of the machines/systems by the help of lab staff for further actions.

14.3. A set of lab/workshop keys must be under the control of HOD and another set of keys should be with the lab staff which should be deposited in the college office daily.

14.4. A teaching faculty should be given the charge of conducting each lab sessions and the lab staff will assist him/her.

14.5. A lab staff should be responsible for all the equipments inside each lab/workshops. They should keep the stock properly and efficiently. Be vigilant when students depositing the equipments and components.

14.6. Lab staff is directed to maintain and keep all the equipments and machines/system, etc. in an effective working condition.

14.7. Lab staff must prepare updated stock register report and must make detailed report regarding the working condition of various equipments and machines/systems and submit to HOD at each semester during the university theory examination time.

14.8. Lab staff must keep the lab/workshop neatly and systematically.

14.9. Lab staff must prepare lab manuals for each lab/workshops as per university prescribed syllabus.

14.10. The lab observations/records/readings must be corrected then and there or at least by the next class.

14.11. The lab exercise or tutorial problems have to be handed over to the students at least one week in advance.

14.12. Full/partial personal usage or help others for the usage of any equipment or component of the lab/workshop without the permission of Director must results in disciplinary action.

14.13. Additional / special duties /task will be assigned to the lab staff by the Director / Principal / Bursar / HOD at any time with or without any prior intimation. Task must be completed within the given time bound itself and report the assigned authority.

CHAPTER 15: EXAM CELL

15.1. The supreme authority of the exam cell is the Principal/Chief Superintendent.

15.2. The Chief Superintendent has the right to assign any faculty member as the Addl. Chief Superintendent/Exam-cell in charge.

15.3. The exam cell comprises of one faculty member of each department with the recommendation of HOD.

15.4. The action of the examination cell should not be influenced by vested interests or favouritism.

15.5. Addl. Chief Superintendent/Exam-cell in charge must make all the arrangements of question paper and invigilation duty under the supervision of Chief Superintendent.

15.6. The question papers for the internal examination must be prepared by the exam cell itself and the questions should be taken from question bank prepared by the concerned subject faculty.

15.7. Office superintendent must make all the arrangements for the clerical works of both series and university examinations including attendance, seating arrangements, packing of paper, etc. must be done under the supervision of Chief Superintendent/Addl. Chief Superintendent.

15.8. During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the examination.

15.9. Whenever any malpractice is noticed, the faculty member should inform the exam cell immediately.

15.10. If any faculty member reports any malpractice, exam cell should consider it as a serious issue and get a written statement from the student and inform the University Representative / Chief Superintendent for further disciplinary action.

15.11. A super squad comprises of college council members to make regular and surprise raids to find malpractices during series and model examinations.

15.12. It shall be the duty of the super squad to conduct an on-the-spot enquiry into any incidents of malpractice referred to it by the exam-cell in charge or any faculty member and the enquiry report along with recommendations shall be submitted to the head of the institution for disciplinary action.

15.13. In case of series/model examination, if any malpractice is reported with evidence, Addl. Chief Superintendent/Exam-cell in charge is directed to get a written statement from the student and impose a fixed fine of Rs. 2000/- (two thousand only). Addl. Chief Superintendent/Exam-cell in charge must inform Chief Superintendent and HOD with a copy of corresponding statement. Chief Superintendent has the full authority to take final decision regarding the remaining examinations and marks.

15.14. The series examination papers must be corrected within ten days from the date of examination and marks submitted to the HOD/Group Tutor.

15.15. All the university bills of both theory and lab examination must be submitted immediately to the university within the 30 days after the last examination date by the office superintendent under the supervision of Chief Superintendent/Addl. Chief Superintendent.

CHAPTER 16: PLACEMENT CELL

16.1. The placement cell comprises of one faculty member of each department and two student representatives of each class with the recommendation of HOD.

16.2. Placement officer should correspond to prospective companies for interview date and schedule of events.

16.3. He/she should prepare Brochures and send to prospective companies every year.

16.4. He/she must arrange for interview facilities at the campus and written test halls and must inform the students about the date and time of interview through placement cell.

16.5. He/she should collect the appointment letters or correspond to get them as soon as the interview is over.

16.6. He/she distributes appointment letters and collects acceptance letters from the students and dispatch to employees.

16.7. Placement cell must collect bio-data with students having primary eligibility and once the result of a semester has been obtained, update the data and the eligible students of various companies are listed.

16.8. He is directed to conduct orientation classes for the first year students and special aptitude coaching classes for the second year students in co-ordination with departments. Personality development and interview coaching classes must be conducted to the pre-final year students.

16.9. He/she must submit the students list to HOD and hostel residents list to student advisor during placement drives are arranged outside the college campus and he must accompany them.

16.10. Placement officer must submit monthly report of all the activities to Principal and Director.

CHAPTER 17: LIBRARY

17.1. Central Resource Centre (Library) is open on all days except Sundays, public holidays and holidays declared by the President.

17.2. Librarian is directed to submit the duty (shift) register before one week. The duty register must keep at the Guest room.

17.3. Bar code system has been implemented. Students and staff members can borrow books by producing their own ID cards.

17.4. Silence is to be strictly observed in the library.

17.5. Book will be lent to students only for a period of 15 days and staff member of 180 days.

17.6. The staff member / student who were leaving from the college should return the books to the library for obtaining "No dues Certificate".

17.7. Borrowing journals / reference books / projects reports from the library is not permitted.

17.8. Borrowers are expected to return the books on or before the due date stamped on the issue label. Books returned after the due date will be charged an over due charge of Rs. 1/- per day.

17.9. Books may be returned on all working days. Absence from the college shall not be an excuse for any delay in returning the books. Books due on a holiday should be returned the next morning and no fine will be collected.

17.10. Books returned shall not be reissued to the same person on the same day of return.

17.11. Library books are to be used with utmost care and to be returned without any damage. Damaged books shall not be accepted.

17.12. In case of any loss of a book by any staff member/student, double the cost of the book will be recovered or the book may be replaced with the latest edition.

17.13. Students are not allowed inside the library without proper dress code including holidays.

17.14. Usage of mobile phones is not permitted inside the library.

CHAPTER 18: HOSTEL / STAFF QUARTERS

18.1. The Chief Warden of the hostel is the Principal and Student Advisor is the Addl. Chief Warden.

18.2. The Addl. Chief Warden is fully responsible to maintain an atmosphere conducive to effective study prevails in the hostel.

18.3. Discipline in the hostel will be under the control of the Chief Warden, Addl. Chief Warden, Student Advisor, Hostel Managers/Matrons and Resident tutors.

18.4. The Chief Warden/ Addl. Chief Warden/Hostel Managers/Matrons/Resident Tutors have the full authority to check any room in the hostel at any time with or without any intimation.

18.5. If any incident occurs / complaints to the residents, Hostel Managers / Matrons / Resident Tutors must bring immediately the incident / problem into the knowledge of the Addl. Chief Warden for further action.

18.6. The Addl. Chief Warden is responsible to make immediate necessary action / solution which may not affect the college reputation in the public with the proper intimation to Chief Warden and Director.

18.7. Resident Tutors must assist and provide strong support to the Hostel Managers/Matrons in hostel management.

18.8. Hostel Managers/Matrons/Resident Tutors are authorized to confiscate the equipments from those who are violating the hostel rules and deposit with the Addl. Chief Warden within the next working day itself.

18.9. Hostel Managers/Matrons should be responsible to implement the hostel timings and hostel rules strictly.

| To enter the Hostels / Staff Quarters | |
|--|----------------|
| BRM MH Residents (students) | Before 6.00 pm |
| For Girls (students) | Before 6.00 pm |
| For Boys (students) | Before 6.30 pm |
| For Ladies staff | Before 7.00 pm |
| For Gents staff | Before 9.00 pm |

18.10. Late entry of staff will be permitted only with the prior permission of Principal/Bursar/Students Advisor.

18.11. The Chief Warden, Addl. chief warden, hostel managers/matrons and all the resident tutors must be present and attend the hostel day celebrations. Hostel day celebrations must be scheduled as per the college calendar.

18.12. The Director has the full authority to assign residential facility in the staff quarters.

CHAPTER 19: SUBSTAFF

19.1. All the sub-staff are directed to wear prescribed uniform.

19.2. The President/Director/Principal/Bursar have full authority to assign any additional/special duty at any time with or without any prior intimation.

19.3. Drivers those who are responsible for the damages/loss due to rash driving / over speed are punishable.

19.4. Atleast a driver must be present throughout the day and night in the college during the functioning of the hostel including sundays. He is responsible to handle all hospital cases without any complaints.

19.5. All weekend bus trips must be scheduled on last working day (including all Saturdays). Weekend trips must be conducted even if a minimum twenty five seats are booked.

19.6. On regular weekend, bus tickets must be issued on every Wednesday at 12 pm in the guest room and staff members can collect their tickets at 11.45 pm. Cancellation of trip (if applicable) must be announced on Thursday between 3.30 pm and 4.00 pm.

19.7. Both drivers and vehicle attenders should be responsible to implement the bus timings strictly.

| Trips | First Working Day | Normal Working Day | Last Working Day |
|----------------|-------------------|--------------------|------------------|
| From college | At | At | At |
| Daily / Weekly | 4.50 pm | 4.45 pm | 3.45 pm |

CHAPTER 20: SECURITY

20.1. MBC Security is an independent security wing directly under the control of the Director.

20.2. Chief Security Officer (CSO) is the responsible authority of security staff members.

20.3. Chief Security Officer (CSO) / Security Officer (SO), one must be present throughout the day and night in the main gate security post/cabin. The entry of others (except security staff) in the main gate security post/cabin is strictly prohibited.

20.4. Chief Security Officer is directed to submit the duty register before one week. The duty register must keep at the Guest room.

20.5. Security staff should monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring and reporting suspicious behaviour to Officer.

20.6. Security officers promote lawful behaviour and protect the welfare of students, faculty and staff as a uniformed presence on campus and hostel.

20.7. Security staff must assist and provide strong support to the authorities and staff in college/hostel management.

20.8. All the gates (including side gate and main gate) must be closed during the regular college working time.

20.9. Do not hold the vehicles with MBC Gate pass sticker. MBC Gate pass sticker is only issued for the college vehicles and staff vehicles.

20.10. Do not hold Government/University Officials visiting the institution at the Main Gate. Allow them and their vehicles inside and inform the Principal/Bursar immediately.

20.11. Security staff member has the right to hold all other vehicles (without gate pass sticker) and visiting must be entered in the separate register with time in / out, vehicle details and the name of the person whom they are visiting / purpose of visiting along with their signature before allowing any vehicle inside the gate.

20.12. Visitors are allowed only if they have prior appointment with concerned authority otherwise they should obtain permission from Principal/Bursar through security intercom of Main gate. Visitors (Parents) are to be permitted to enter college only after signing the visitors register.

20.13. Vehicles should be parked only at the prescribed area defined for parking. Students are allowed to park their vehicles in front of water filter block at their own risk.

20.14. Students with gate pass issued by the department are only allowed to leave the gate during the regular working time.

20.15. All lights / street lights to be switched ON / OFF as per natural requirements by the security staff.

20.16. Make sure the functioning of water pump and maintain the water level in the tanks. [Rescue operations].

20.17. Attend all the telephone calls and note down messages if any and intimate to concern person.

20.18. Security staffs are directed to enforce the following timing regulations very strictly.

- a) Entry timings of the Hostels / Staff Quarters (as per chapter 18)
- b) Bus timings (as per chapter 19)

20.19. The Director has full authority to assign any additional/special duty at any time with or without any prior intimation.

CHAPTER 21: UNDERTAKING BY THE MEMBER

Every staff member should carefully read and understand the above “***Duties and Responsibilities***” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Mar Baselios Christian College of Engineering and Technology, Peermade.

Signature :

Name :

Designation :

Date :