

ANNAI VELANKANNI COLLEGE

THOLAYAVATTAM – 629 157

KANYAKUMARI DISTRICT

(An institution owned by the Friends of Kottar and administered by its administrative board)

Annai Velankanni College, Tholayavattam

CODE OF CONDUCT

The following code of conduct is prescribed for all members of the staff to achieve the noble aims visualised by the founders, the friends of Kottar society of Latin Catholic Priests and Laities intended primarily to provide Educational Opportunities to the Youths belongs to economically and socially under-developed rural area irrespective of religion, caste or community for the healthy and smooth running of the College under its Administrative Board.

1. Every member of the staff will devote his/her whole time and energy to the duties of his/her employment and will not on his/her own account or otherwise directly or indirectly carry on or be concerned in any trade, business, canvassing work, tutorial institution or the like of remunerative nature without the specific, written permission of the management. However doing research, writing of books or engaging in private coaching or undertaking works of an academic nature shall be

done with the permission of the head of the institution and management without prejudice to the work in the institution.

2. No member of the staff will normally or on any pretense absent himself/herself from his/her duties without the permission of his/her superior officers authorised in this behalf. In case of sudden illness or inevitable incident, when necessary, a medical certificate satisfactory to the management as may be required by the leave rules that may be in force in the institution at that time, should be produced.
3. He/She shall not speak in public or do any act or carry on any work or activity or cause or facilitates any work or activity to be carried out or done which trends to create communal disharmony or which is antiseccular or participate in any demonstration which is prejudicial to the established principles of the constitution of India.
4. He/She shall not contest in any of the elections for the posts of the management, not do any canvassing on behalf of any candidate. He/She shall not become a member of the Society.
5. No member of the staff shall comment on or interfere in the working of the management in any way.
6. He/She shall not organise any meeting or participate in, or make any collective representation to the management or any other body connected with the college.
7. No member of the staff shall meet any member of the managing committee in that capacity, to discuss or influence

him to his view or opinion regarding the decisions or policies of the management.

8. All Correspondence and representations by the Staff of the College either to the Management or any other authority shall be submitted through the Principal only.

9. No Staff of the College shall engage himself/herself in strike or incitements thereto or in similar activities.

Explanation : For the purpose of this rule the expression “similar activities” shall be deemed to include the absence from work or neglect of duties without permission and with the object of compelling something to be done by the Superior or the management or any demonstration or fast.

10. Demonstration : No staff of the College shall engage himself/herself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the state, Public Order, decency or morality and against religious freedom and minority rights enshrined in the constitution of India.

11. No member of the Staff shall possess or consume liquor or any intoxicating drug.

12. Applications for jobs, attending courses or study shall be submitted to the correspondent through the principal.

13. As a general rule, teachers are expected to teach and do invigilation work by standing.

14. It shall be his/her duty to do any work in connection with any examination conducted by the University or College, and

other College functions which he/she is required to do by the Principal/Management.

15. The Staff members are expected to reside within a radius of 10 km from the college, as long travel daily to and from by bus or other Vehicles, tells upon the efficiency of the individual’s performance. They are asked to obide by this rule without fail. Inconveniencs will not be a reason for noncompliance.

16. Any member of the staff involved in any criminal proceedings shall inform the Governing board through the principal voluntarily about the same forthwith.

17. No member of the staff in the employment of the institution shall engage himself/herself in any political activity. He/she shall not associate with any political party or organisation which takes part in politics or subscribe to or assist in any other manner in political movements. They are also forbidden from taking part in any fundamentalist activity of antisocial nature.

18. He/She shall confirm to all the rules and regulations in force in the institution from time to time and obey all lawful orders and directions as he/she shall receive from any authorised officer of the institution.

19. The management has the right, as the appointing authority, to award punishments, call for explanations, or issue memo for any action of any member of the staff, which the management considers is against the interest of the institution or against the interest of the institution or against the law of the land as detailed below :

- i) Censure
- ii) Fine
- iii) Withholding increments with or without cumulative effect.
- iv) Withholding of promotion.
- v) Suspension by way of punishment.
- vi) Reduction to a lower rank in the seniority list of to a lower post.
- vii) Recovery from the pay the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- viii) Compulsory retirement.

N.B. Censure and fine can be imposed by the president or the secretary or the principal if found necessary without consulting the committee. For the other punishments due action may be initiated by the president, or the secretary of law and the final punishment shall be decided by the Executive committee of the Administrative Board.

- 20. The management reserves the right to terminate the services of any member of the staff with proper notice when the services of the member are no longer required. The temporary members of the staff shall be given one month's notice or one month's salary in lieu. Permanent members of the staff shall be given three month's notice or salary in lieu.
- 21. This code of conduct is subject to modifications as and when found necessary by the management.

DUTIES OF PERSONNEL

THE PRINCIPAL:

1. The principal is the administrative affairs of the College as guided by the management and rulings of the University and the Government.
2. He will be the admitting and relieving authority for students of all classes as guided by the management, within the frame work of the rules provided by the University and the Government.
3. He will act as a link between the management and the staff of the College. All representations and appeals from the staff to the management/university shall be forwarded by the principal with his comments thereon.
4. He will be the sanctioning authority for casual leave and leave on other duties to the teaching and non teaching staff in the College. Applications for all other types of leave shall be forwarded to the secretary with his recommendation.
5. He will be responsible for maintaining discipline among students and members of the staff of the College.
6. The Principal is empowered to give punishments to the students ranging from admonitions, warnings, suspensions etc, upto expulsion, for misbehaviour, impertinence, irregularity, indecency in word or deed or appearance, etc. of students depending on their gravity.

7. Prejudicial behaviour of staff necessitating action higher than advice and admonitions shall be reported to the management for further action.
8. He shall send or publish notices to students and circulars to the staff regarding the day to day working, within the general rules of the college.
9. The principal shall apply for all leave to the secretary. He shall authorise any senior member of the staff as approved by the management to carry on the routine day to day work of the Principal without prejudice to the policy of the College.
10. The Principal will operate and be responsible for the students scholarship funds and the University Examination funds.
11. The Principal can seek the co-operation from the College Council or the Staff academic council in matters of discipline and academic performance.

THE COLLEGE COUNCIL

- a. The College council is an advisory body, constituted by the Principal in consultation with the Correspondent to elicit opinions or suggestions and co-operation in matters of academic or disciplinary nature.
- b. The college council shall consist of all Heads of Departments and anybody else found necessary by the Principal.

- c. The College Council shall deliberate on any matter brought by the Principal or any other staff and suggest ways and means for the betterment of the College.
- d. The College Council shall discuss all matters pertaining to academic and disciplinary affairs of the College.
- e. The College council shall not discuss any action taken by the Management, University or the Government.
- f. The College Council is only an advisory body and the Principal or the Management is not bound by the suggestions made by it. It may submit requests to the management through the Principal for the better interests of the students and the institution at large.

THE STAFF ACADEMIC COUNCIL

1. a) The Staff academic council is an advisory body under the principal constituted by him to get feedback and seek suggestions in academic matters. It is to serve as a forum where the Principal can discuss problems in academic affairs or pass on to the members the decision or request of the management or University or Government. Absence from the meeting will not be an excuse for flouting any instruction passed on by the Principal.
- b) All the members of the teaching staff shall be members. The Principal may invite members of the Non-teaching staff also if he feels necessary.

c) This forum will not be used as a place to criticise or make any derogatory remarks on the policies of the Management, University or the Government.

2. The College Council and the staff academic council shall meet atleast once in a semester.

HEAD OF THE DEPARTMENT

1. The H.O.D need not be the senior most member of the department and it need not be a permanent one also.
2. All H.O.D shall be in the respective department's atleast by 9.30 a.m. They shall make suitable alternate arrangements to handle classes of those on leave or absent.
3. They shall maintain a register of the furniture, equipment's fittings and other laboratory items if any, and keep it up to date at all times for inspection or verification at any time by any person authorised for the same. The stock register, damaged articles register etc, shall be produced for audit.
4. They shall maintain the cumulative records of the students in the respective departments and should keep proper record and watch over the performance, behaviour and other details of the students in the department. They shall contact parents and inform the parents about the performance of their wards periodically, with the support of the department staff.
5. Punishments, warning, admonitions, or advices given to the students should be recorded in the cumulative register for further reference as and when required.

6. H.O.D shall keep watch over the work (lecture, corrections, evaluation, practicals, etc) done by the staff under them and submit specific quarterly reports to the Principal regarding their performance.
7. H.O.D is responsible for allotting work schedule for the teachers and non teaching staff of the concerned department so as to get the maximum benefit, and efficiency in the department. In the absence of the H.O.D he shall make necessary arrangements with the senior most teacher available to be incharge of the department, under intimation to the Principal.
8. H.O.D shall prepare a budget for their requirement (Book, furniture, equipment's etc) for the academic year by the proceeding April and submit the same to the management through the Principal.
9. If any complaint is received by the Principal or the Management about the biased or prejudiced dealing of the H.O.D from the other staff or the students of the Department the matter will be enquired by the Principal and suitable action may be taken by the management in consultation with the Principal.
10. H.O.D's are responsible for overall the discipline, result in the department.

GENERAL RULES FOR THE TEACHING STAFF

1. All the teachers shall be in the campus by 9.40 A.M. and mark their attendance both in the morning and afternoon, and shall be in their respective classes immediately after the first bell. Those who arrive late should apply for casual leave or they will be marked absent for the session. They shall not leave the campus before the end of the last hour of college activities. Even if classes are dispersed earlier, the staff should leave the college only at the usual hours.
2. All the teachers in a department shall be immediately under the Head of the Department concerned or who ever is incharge and obey his instructions without reluctance.
3. All the teachers should be willing be handle extra classes when required, so that no class need be let free in the absence of another teachers.
4. No class should be let free under any circumstances. The details of the classes being let free it anything is unavoidable circumstances must be reported to the Principal entered in a free register available with the principal.
5. Interchange of class hours within the department or among other departments shall be done only with the permission of the Heads of the departments under intimation to the Principal.
6. All the teachers should be willing to engage extra coaching classes, if required, for the academic welfare of the students.
7. All the teachers should be willing to serve as member of any committee or board in the interest of the activities of the college, if asked by the Principal or the Management.
8. The maintenance of general discipline and good behaviour of students is the responsibility of all teachers and full co-operation should be given to the Principal in implementing the orders of the Principal/Government/University/Management.
9. All the teachers shall be always properly and neatly dressed. Oddly coloured outfits hawai chappals and the like are not allowed in the premises. Their behaviour and talks inside and outside the college shall be such as to fit the esteem of their position and serve as a model to be emulated by the students. Smoking or use of tobacco in any form is not allowed in the campus, Women members of the staff shall put up their hair by tying together so as to differentiate them from the students.
10. All the students should be treated equally without any personal prejudice or preference.
11. All teachers shall keep proper distance from the students physically and morally to befit the decorum and status of their posts.
12. Indecent or unparliamentary words should not be used inside and outside the classes on any occasion.
13. No collection of money should be made by any member of the staff from students or staff without specific permission of the Principal/Management.

14. The teachers should bear in mind that moulding of young men through proper wholesome education of the students in the responsibility of all the teachers and no effort should be spared in the attempt to inculcate knowledge as well as good conduct and character in all the students under their care.
15. Misbehaviour, indifference or indiscipline among students, inside or outside classes should be brought to the notice of the Principal. Admonitions or punishments may be given only with the aim of improving the students but not with any vindictive or ulterior motive.
16. Overlooking misbehaviour or indifference among students, inside and outside college by the teachers will be considered as failure in their duties as teacher in the college.
17. Teacher are bound to obey all orders and instructions as and when issued by the principal/Management.
18. Teachers are responsible for the result of the students taught by them. Any failures will be taken seniority by the Management.

LIBRARIAN

1. The Library and the reading room shall be kept open and functioning from 9 A.M to 1.30 P.M. and from 2.00 P.M. to 4 P.M. on all working days with a lunch break of 30 minutes before 2 P.M. On holidays and vacations (except Sundays and other notified holidays) the library shall be functioning from 10 A.M. to 1 P.M. for regular transaction of business.
2. The librarian shall be responsible for the safe unkeep and maintenance of all books, periodicals, dailies, furniture and fittings in the library and reading room.
3. The librarian shall maintain proper accession register, issue register, stock register, library tickets and other records necessary and keep them up to date. No book should go out of the library without proper accounting or vouchers.
4. He should see that the students and the staff are returning the books or periodicals taken specific from the library within a period of 10 days or one month respectively.
5. Annual stock verification shall be carried out in May of every year. The stock taking committee should submit a report to the Principal about the verification. To facilitate stock verification all books should be recalled and issue should be stopped in that time.
6. He shall collect a fine of Rs. 1 per day for belated return of books for a further period provided above and thereafter at double the rate.
7. By 30th May every year he shall submit a budget for improvement of library facilities and cost of maintenance and rebinding of books to the management through the Principal.
8. If any book is missed or damaged a compensation of double the current market rate be imposed and collected from the responsible person.

PHYSICAL DIRECTOR

1. The physical director shall be responsible for the conduct of all sports, games and other physical activities in the college.
2. The Physical Director should be present at the College one hour before the classes start. When the coaching classes are going on as the morning session, the Physical Director may attend the coaching classes and report at the college at 11 a.m. When the evening session coaching is going on he may avail permission for two hours before the evening session and be present in the college till the last student leaves the college.
3. Maintenance of attendance and program registers for physical activities under part V shall be the responsibility of the physical director. He shall arrange for coaching and evaluation of students in physical education under part IV and V.
4. It shall be the responsibility of the physical director to arrange special coaching in games, sports and other physical activities to encourage and develop interest in physical activities among students and staff.
5. In the beginning of every academic year he shall organise special college teams for all the sports and games and train them for intercollegiate state/National and university participation.
6. He shall maintain a stock register of all items held and required for sports, games and other physical activities. He

shall be responsible for the proper maintenance of the materials and grounds for physical education.

7. Unserviceable stock items under the physical director shall be condemned at the end of every academic year by a board authorised for annual stock verification and the condemned items shall be disposed of by open auction, after reporting to the Secretary through the Principal.
8. He shall prepare an annual budget for each year and present it to the Correspondent by April on every year.

RULES FOR THE NON-TEACHING STAFF

Supdt. Jr. Assistant, Typist, Store Assistant, Lab Assistant, Attender, Office Assistant etc.

1. The working hours shall be from 9 a.m. to 4.30 p.m. on all working days.
2. If the principal or the correspondence specifically directs any office staff to attend duty on any non working days they shall attend the duties without any hesitation compensatory leave shall be availed by them for this duty.
3. Duties and responsibilities of Office Assistants shall be published by an office order by the Principal/Secretary.
4. Laboratory/Library Assistants shall be held responsible for the safety and proper maintenance of all equipments in their respective lab/library. They are responsible for opening and closing of the laboratory and library as the case may be. They must keep the key inside the Office only.

5. The Lab Assistants shall assist the office staff whenever the Principal or the Correspondent requires them to do so.
6. The other Assistants shall in turn, be responsible for opening and closing all doors and windows of all Lecture halls. They should keep all the furniture clean by dusting regularly and they should not open or close any of the Laboratories without specific instruction.
7. They are responsible for arranging furniture etc. for any college functions.
8. They can have their lunch break of half an hour either before or after the lunch hour of the College by suitably arranging with their departments.
9. The office Assistants and watchman must be in their Uniforms inside the Campus (Navy blue pants and light blue shirts).
10. The menial servants should not leave the campus during the college hours unless they are otherwise instructed by the Principal or the Correspondent.
11. They should obey all the instructions of the Principal or the Correspondent.

SERVICE REGISTER

A record of service of all members of the staff individually shall be maintained by the College Office in the model of service Register for Tamil Nadu Government employees. The correctness of the entries shall be verified by the members. All kinds of leave other than Casual leave shall be entered in the service Register.

The service register will be opened only after submission of the prescribed declaration as below:-

Annai Velankanni College

Tholayavattam

DECLARATION

I, S/o.
 Residing at

 and working as
 in the Annai
 Velankanni College, Tholayavattam, have read and understood the code of conduct and other rules and regulations of the College. I hereby solemnly declare that I will perform my duties in the College to the best of my ability and I am bound by the rules and regulations inforce and as modified from time to time by the College Administrative Society.

Date:

Signature of the Employee

In Witness hereof:-

- 1.
- 2.

LEAVE RULES

The following leave rules are being framed for guidance and compliance by the staff of the Annai Velankanni College, Tholayavattam.

1. Leave for the Staff is not a right but a privilege given by the Management and depending on the exigencies of the Welfare of the College, the competent authority may at his discretion refuse granting leave or revoke any leave that was granted.
 - a) For the first two years of service no leave other than Casual leave is eligible.
 - b) Leave on loss of pay other than no medical grounds will not count for increment and service.
 - c) For the purpose of leave year means calendar year.
2. The leave of absence are classified as below:-
 - 1) Casual Leave (C.L)
 - 2) Earned Leave (E.L)
 - 3) Medical Leave (M.L)
 - 4) Maternity Leave (M.L)
 - 5) Leave on other Duties (O.D)
 - 6) Study Leave (S.L)
 - 7) Leave on Loss of Pay

I. CASUAL LEAVE

Every member of the staff can avail C.L for definite purposes not exceeding twelve days in a year subject to the following conditions:-

- a) The teaching staff and the Lab Assistants should submit the C.L Application through the H.O.D. Concerned and the

H.O.D shall suggest alternative arrangement to carry on the duties of the individual before forwarding the same to the principal and in case of Office staff it shall be through the Superintendent.

- b) Application for C.L on ground of sudden illness or the death of dear and near ones may alone be submitted on the day of availing leave.
- c) C.L. Shall not be combined with any other kind of leave.
- d) The C.L. may be prefixed or suffixed to holidays. But the total absence including intervening holidays shall not exceed ten days at a time. If the limit is exceeded the entire period of absence will be deducted from eligible E.L.
- e) Any C.L. exceeding the limit shall be deducted from the E.L. at the end of the year. This adjustment should have the approval pf the correspondent, who is the authority for sanctioning E.L.
- f) Temporary employee shall be entitled to take C.L. in proportion to the period spent on duty.
- g) Three late arrivals or early going permissions will be considered as half a day C.L.
- h) C.L. will be effective only after the written sanction of the Principal.
- i) Mass C.L or in groups will not be sanctioned and will be considered as leave on loss of pay.

- j) The C.L. availed shall be recorded in the attendance register and the progressive total carried over at the end of every month. Balance of eligible C.L. if any cannot be carried over to the next year.

II. EARNED LEAVE

- a) Every permanent member of the staff may have E.L of 10 days in a year. Members of Non-teaching staff in the administrative section including the Librarian who are prevented from availing vocation shall have 15 days E.L. in a year.
- b) E.L can be accumulated upto 300 days during the service, if not used. After 300 days it will lapse.

III. MEDICAL LEAVE

- a) Medical leave with full pay up to 5 days for every year of completed permanent service and 15 days on half pay may be availed on account of genuine illness. It shall be supported by a medical certificate from a registered Medical Practitioner, not below the rank of a civil Assistant surgeon. A fitness certificate should be produced on the date of joining duty M.L. for more than 5 days leave.
- b) If the duration of the illness necessitating leave of absence exceed the eligible Medical Leave the excess shall be treated as Earned leave or Medical Leave on loss of pay.

- c) The maximum period of Medical Leave on full pay admissible during the entire period of service is 180 days and that on half pay is 360 days.

IV. MATERNITY LEAVE

- a) Maternity leave not exceeding 90 days with half pay may be availed by the permanent staff of the college.
- b) The period of maternity leave shall be supported by a Medical Certificate from the attending Medical Officer with the date of delivery or by a birth certificate. The leave should not be started after the delivery date.
- c) The period of eligible Maternity leave shall be counted for service.
- d) Rejoining after medical leave or maternity leave shall be by production of Medical fitness certificate issued by the Attending Medical Officer.
- e) In the service only 2 times M.L are sanctioned for delivery.

V. LEAVE ON OTHER DUTY

Leave on other duties connected with the college or University or Government may be sanctioned by the Principal on the written request of the individual into a copy of the purpose on deputation by the management of the Principal for specific purposes, Secretary will sanction the O.D of the Principal.

VI. STUDY LEAVE

Study leave on loss of pay and service or otherwise shall be sanctioned by the management on the written request of the serving member of the staff depending on the merits of the individual cases, on the recommendation of the Principal, the interest of the College being considered more important than the benefit to the individual. The study leave on loss of pay will not be counted for increment.

LEAVE ON LOSS OF PAY AND OTHER PROVISIONS

1. The period of absence on loss of pay will be considered as break of service while calculating service particulars for the purpose of promotion or seniority and other benefits.
2. Any unauthorized absence exceeding two weeks will be against the interest of the College and it will be treated as that the staff has resigned from service of the College.
3. Any employee absenting without due leave application or overstaying leave is liable to be punished with any one of the penalties specified in Rule 19 of the Code of Conduct.
4. An employee before proceeding on leave shall intimate the sanctioning authority his address while on leave and shall keep the said authority informed of the change in the address if any previously furnished by him/her.
5. The principal is the person to sanction casual leave and leave on other duties. For all other kinds of leaves, the Correspondent is the sanctioning authority.