



HUMAN RESOURCE MANUAL

GENERAL RULES AND REGULATIONS

Introduction

Educational institutions play an important role in shaping the knowledge, character, and future of students. To maintain a productive academic atmosphere, every institution establishes rules and regulations that guide the behavior and responsibilities of students, teachers, and staff. These rules ensure discipline, mutual respect, academic integrity, and the smooth functioning of the institution. The following regulations summarize the important expectations and responsibilities within the college campus.

1. Attendance

- Students must attend classes regularly.
- Minimum **75% attendance** in each subject is required for university exams.
- Students with low attendance may not be allowed to write exams unless coadunation is granted.

2. Discipline and Conduct

- Students must maintain discipline on campus.
- Respect teachers, staff, and fellow students.
- Misconduct, violence, or indiscipline will lead to disciplinary action.

3. Anti-Ragging Policy

- Ragging is strictly prohibited inside and outside the campus.
- Students involved in ragging will face strict punishment.
- Punishments may include suspension, dismissal, and legal action.

4. Dress Code and Identity

- Students must follow the prescribed dress code.
- Wear neat, decent, and appropriate clothing.
- Identity cards must be carried and displayed on campus.

5. Use of Mobile Phones

- Mobile phones are not allowed during class.
- Phones must be kept in silent mode.
- Use only with faculty permission.

6. Library Rules

- Maintain silence in the library.
- Use library resources responsibly.
- Return borrowed books on time.
- Pay compensation for lost or damaged books.

7. Examination Rules

- Malpractice such as copying or impersonation is strictly prohibited.
- Violations may lead to cancellation of exams and disciplinary action.

8. Campus Cleanliness

- Students must keep the campus clean.
- Do not damage furniture or write on walls.
- Avoid littering and support an eco-friendly environment.

9. Participation in Academic Activities

- Students are encouraged to take part in seminars and workshops.
- Participate in **NSS, NCC, and extension activities**.
- Co-curricular activities help overall development.

10. Student Code of Conduct

- Follow values like excellence, integrity, respect, and responsibility.
- Attend classes regularly and submit assignments on time.
- Maintain discipline in classrooms, labs, and libraries.

Students must utilize opportunities for academic and personal development.

- Discipline, truth, dedication, and service are the core values of the institution.
- Students must follow all college rules and the Principal's decision is final.
- Ragging, indiscipline, and political/communal activities are strictly prohibited.
- Any request to the Principal must go through the Class Advisor and HoD.
- College dress code must be followed; casual wear like T-shirts and jeans are not allowed.
- Students must wear their ID card at all times on campus.
- Smoking, drugs, and alcohol are strictly banned in the campus.
- Students must maintain silence and discipline and keep the campus clean.
- Damaging college property will require replacement at the student's cost.
- Students should avoid bringing valuables or large amounts of cash to campus.
- Mobile phones are banned inside the college campus.

11. Code of conduct for faculty members:

Male faculty should wear formal dress with shirt tucked in and wear black shoes.

- Female faculty should wear saree (Overcoat should be used in class hours.)
 - Faculty members have to handle the theory, laboratory and other classes for full duration.
- b) Faculty members those who want to avail leave can do so, by obtaining permission from the HOD after making alternative arrangements.
 - c) Phone requests for leave will be entertained only in the case of emergency. The faculty can avail one hour permission twice a month. However such a facility is to be used only for essential needs.
 - d) The faculty shall not involve themselves in activities not related to their work, during working hours.
 - e) Faculty members are encouraged to take up consultancy services after obtaining necessary permission from the Management.
 - f) The details of performance appraisal reports given by the superiors shall be treated as confidential.
 - g) All correspondence to the Management has to be routed through proper channel.
 - h) All the Faculty members should take active part in co-curricular and extracurricular activities and maintaining discipline in the campus.

Faculty members should involve in conducting need based Value Added Courses to enhance job skills of the students.

- i) Faculty members should attend Orientation Programs, Refresher Course, Seminars and Workshops at regular intervals.
- j) The Faculty members should put efforts to publish research articles in referred journals.
- k) Confidentiality should be maintained in all official matters.

- l) The Faculty members have to abide by the rules and regulations of the institution framed from time to time for the effective functioning of the college.

ii. Code of Conduct For Non Teaching Staff

- a) Staff members should adhere to the dress code of the college and must maintain decorum.
- b) Staff members those who want to avail leave can do so, by obtaining permission from their higher officials after making alternative arrangements.
- c) Phone requests for leave will be entertained only in the case of emergency.
- d) The Staff can avail one hour permission twice a month. However such a staff is to be used only for essential needs.
- e) The staff shall not involve themselves in activities not related to their work, during working hours.
- f) The details of performance appraisal reports given by the superiors shall be treated as confidential.
- g) All correspondence to the Management has to be routed through proper channel.
- h) Staff should comply with the instructions issued by the higher education authorities.
- i) Confidentiality should be maintained in all official matters.
- j) Staff members allowed for semester vacation on proportionate basis.
- k) Staff members have to abide by the rules and regulations of the institution framed from time for the effective functioning of the college.
- l) Respond to students' enquiries with concern and ensure all possible help.

1. DISCIPLINARY PROCEEDINGS

i. Punishment of an employee shall be imposed only after:

- a) The employee is informed in writing by the Principal with regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- b) Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

ii. Disciplinary Punishments and Appeals:

The following penalties may, for sufficient reasons, be imposed upon the employees of the college, viz.;

- a) Memo

- b) With-holding of increments/promotion.
- c) Reversion to a lower post or a lower stage in the scale of pay
- d) Recovery of the whole or part in case pecuniary loss is caused to the college by negligence or breach of orders.
- e) Suspension
- f) Removal/termination from the college service Authorities who can impose penalties are the Principal/Correspondent.

iii. Appeal:

- a) Where it is proposed to impose on an employee any of the penalties specified, he/she shall be given an opportunity for making representation to the higher authority.
- m) No employee of the college shall be dismissed or removed or reduced in rank except after an enquiry at which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty, until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.
- b) The enquiry shall be made by a Board of enquiry constituted for the purpose. The Principal/Correspondent of the college shall constitute the board.
- c) Every employee of the college shall be entitled to appeal following an order imposing on him/her any of the penalties to the appellate authority.
- d) In case of appeal, the decision of appellate authority is final.

2. WORKING SCHEDULE

All Teaching Staff / Non-Teaching Staff have to resume their duties from Monday to Saturday. 1st and 4th Saturday will be holidays.

(a) Timings (Monday to Saturday):

Office	Forenoon - 9.00am to 6.00 pm
	Lunch - 1.20 pm to 2.00 pm
	Afternoon - 2.00 pm to 6.00 pm
Classes Odd Semester	Forenoon -- 10 am to 1.20 pm
	Lunch - 1.20 pm to 2.00 pm
	Afternoon -2.00 pm to 4.00 pm
Classes Even Semester	Forenoon -- 10 am to 1.20 pm
	Lunch - 1.20 pm to 2.00 pm
	Afternoon -2.00 pm to 4.00 pm
Library	Forenoon - 10.00am to 4.00 pm (working days)
	10.00 am to 1.00 pm (On Saturdays)
	Closed(Public Holidays)

B) Punching Time

Particulars	In time	Out time
Teaching Staff	9.45 AM	4.30 PM
Non-Teaching Staff (Office, Lab Assistants, COE, Exam Section, Programmers)	9:00 AM	6.00PM
Electrical Maintenance		
Day Duty	9.00 AM	6.00 PM
Night Duty	5:25 PM	8:30 AM
Driver	9:20 AM	4:00 PM
Gardener	8:00 AM	5:30 PM
Sweeper / Scavenger	8:30 AM	5:30 PM
Security		
Day Shift	7:00 AM	6:00 PM
Night Shift	6:00 PM	7:00 AM
<u>Permission Time</u>		
Teaching Staff	9:45 AM To 10:45 AM	3:30 PM To 4:30 PM
Non-teaching	9:00 AM To 10:00AM	5:00 PM To 6:00 PM
<u>Half day CL (FN/AN)</u>		
Teaching and Non-teaching	In time – 1:00 PM	
	Out time – 1:20PM	

<u>Office</u> Office Assistant – 1 No.	Morning - 8:30 AM for opening the Office
	Evening - after 5:25 PM – 6:00 PM (Depend upon the Principal's work)
<u>Library</u> Library Assistant – 1 No.	Working days – 9:00 AM – 6:00 PM for library opening and closing
	Saturday & holidays – 9:00 AM – 1:00 PM

3. LEAVE RULES FOR TEACHING FACULTY

i. **Casual Leave:**

- a) 12 days for the academic year, limited to 2 days/per month, applicable for both faculty and staff.
- b) Number of faculty members allowed for CL for given day is limited to:
CL is allowed only on submission of leave letter before availing CL. In case of emergency, Permission is to be obtained by message/phone call, but this leave has to be confirmed from Principal in person.

ii) **Medical Leave:**

- c) ML should be intimated on the day of falling sick.
- d) ML will be allowed on submission of medical certificate for really deserving cases only, for all faculty and staff who have completed 3 years of service.
- e) List to be sent to Secretary periodically through Principal/ Correspondent.

ii. **Maternity Leave:**

- a) 3 months with full pay for the faculty and staff who have completed 5 years of service.
- b) 3 months with half pay for the faculty and staff who have service between 3 and 5 years.

Maternity leave not applicable for those with service less than 3years. Beyond 3 years,

Maternity leave allowed on Loss of pay up to the beginning of next academic year, beyond which the candidate may be relieved.

iii. **Special Casual Leave:**

7 days per semester for all faculty members.

iv. **On Duty Leave:**

For official purpose only for all faculty and staff.

v. **Compensation off:**

- a) To be sanctioned by Principal for all faculty and staff.
- b) Allowed only if duty attended during holidays.
- c) Compensation of not applicable for shift duties like in Library ,Electrical Maintenance, Computer centre for regular Saturday-Sunday Holidays.

vi. **Permission/Biometric Late Punch/Biometric Early Punch:**

- a) Two exemptions per month for all faculty and staff.
- b) For a given day, Permission is limited to 2 faculty/2 Staff per department.

vii. **Biometric Missing Punch:**

Regularization by Principal's permission for all faculty and staff.

For all the leaves, exceeding or not conforming to the limits given above, CL, if available, will be deducted; if CL is not available, it will be treated as LOP.

13. Conclusion

- Rules ensure discipline and academic excellence.
- Cooperation of students, teachers, and staff is important.
- Following rules creates a productive learning environment.