

POLICY DOCUMENT

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YELDO MAR BASELIOS COLLEGE

Policy Document

Policy Document deals with the rules, guidelines and regulations of the college to be followed by the staff and students. It reflects the values and ethics upholding the quality of the Institution.

Policies, procedures and practices are set to guide members of the college community in their academic and non academic affairs. Students, faculties and others can refer to these documents for proper guidance in the campus. All that is not mentioned herewith are to be followed according to the rules and regulations laid down by the Government, University and the Management.

i Administration policy

1. There shall be a Governing Board of the institution with the Chairman of the society as its Chairman
2. Principal / Vice principal/ Deans / Superintendent are ex- officio members
3. There shall be ten other members to be appointed by the Chairman
4. Governing Board supervises the entire functioning of the college
5. Principal shall be responsible for all academic and financial matters (other than that of the management) for the general functioning of the college.
6. All accounts relating to Management will be kept by the Manager / Secretary of the society

7. All policies pertaining to the institution shall be framed/ ratified by the Governing Board
8. There shall be at least two meetings of the Governing Board every academic year.
9. Vice principal will be in charge of keeping the minutes of the meetings, scheduling and informing members of such meetings and preparing the periodic reports. He / she should also monitor the adherence of all policies by the staff and students.
10. All submissions to the Chairman / Manager should be through the Principal.
11. The Governing Board should visit all departments and office as and when required for
12. There can be a subcommittee of the Governing Board for monitoring the academic progress of the institution.

ii Appointment policy

1. Chairman shall be the appointing authority of Teaching and Non-teaching staff in accordance with the norms of the Government & University

iii Admission policy

1. Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating University

2. An admission committee may be constituted by the Principal
3. List of eligible students to be admitted under the Management Quota should be finalized by the Chairman / Manager.

iv Student orientation policy

1. All newly admitted students should be given an orientation on rules and regulations, code of conduct, academic and non-academic activities, NAAC requirements etc.
2. There shall be an induction ceremony for the freshers
3. Dean of student affairs will be in charge of the Orientation programme

v Staff orientation policy

1. All Teaching and Non Teaching staff members are required to attend a one day orientation programme convened by the Management every year
2. The details of the orientation programme shall be framed in advance

vi Staff empowerment policy

1. All Teaching staff should attend at least one National seminar / workshop every year
2. All teachers are expected to publish atleast one paper according to UGC regulations
3. All teachers are required to attend one FDP/training every year.

4. The teachers apart from their assigned academic work should take up at least two other administrative duties every year.
5. Every faculty should involve in at least one extension activity every academic year.
6. Under the discretion of the Chairman/ Manager an incentive may be given to the staff members for professional development purposes in consultation with the Principal.
7. All teachers may be given training on selected topics like Mentoring, Tutorial, Extension work etc.

vii Teaching and learning policy

1. All Teachers are required to follow strictly the academic plan / teaching plan for the year
2. Proper records are to be maintained for Tutorials, Continuous Evaluations, Remedial /Bridge classes etc.
3. Use of ICT as a support to lecture system is mandatory
4. Every teacher has to keep records of any two student centric academic or non academic activities performed.

viii Fund mobilization policy

1. There should be a Fund mobilization cell with a co-ordinator delegated by the Principal
2. The cell should convey information to the Management and Departments regarding the funding agencies and such other matters.
3. Endowments may be instituted upon the advice of the Chairman

4. Possibility of FCRA may be explored
5. Special 'Chair' may be established in the Library, if necessary
6. Availing of loan from the bank may be considered, if necessary
7. Contributions

ix Examination policy

1. Principal shall be incharge of the University Examinations
2. There shall be an internal exams co-ordinating cell with a Controller of exams as nominated by the Principal
3. Co-ordinator will co-ordinate all internal examinations in accordance with the academic calendar
4. COE should prepare in accordance with the academic calendar schedule for the conduct of the internal exams

x Extension policy

1. There shall be a co-ordinator to monitor extension programmes
2. All departments have to carry out one social sensitization programme and an extension activity
3. All students are required to take part at least in five days of extension work annually
4. The co-ordinator should prepare an annual report of the extension and social outreach activities

xi Mentoring policy

1. All teachers should be given a proper training on Mentoring
2. There shall be a mentor for every student
3. Mentor should support and bring out the best performance of the mentee
4. Confidential report on mentoring shall be kept by the mentor
5. There shall be periodic monitoring by the HODs
6. There should be a co-ordinator for mentoring

xii Waste Management policy

1. Principal in association with the resident wardens will be in charge of co-ordinating and supervising waste disposal
2. Waste disposal should follow the ISO quality manual of the Institution
3. All Biodegradable or Non degradable wastes are to be disposed of through stated norms of the Government

xiii Placement policy

1. A placement cell shall be formed with a co-ordinator
2. Placement cell will be in charge of conducting pre placement trainings and campus interviews
3. Placement cell should maintain the minutes of the meetings and the records of student placements.

xiv Research policy

1. All teachers are encouraged to do research and register for Ph.D./M.Phil and it shall be mandatory for the appointment of teachers.
2. All eligible teachers should take up Guideship from the affiliating University and should take up research scholars
3. Research Centers shall be established in all eligible departments as sanctioned by the University.

xv Library policy

1. Library should function for the benefit of the entire college community during the working hours and the Librarian has to render selfless support
2. A list of library requirements from the departments may be collected by the Co-ordinator of the Library committee at the beginning of the academic year and has to be forwarded to the Chairman through the Principal

xvi Purchase policy

1. There should be a Purchase committee under the control of the Vice Chairman of the society with a co-ordinator
2. The official purchases should be carried out by the Purchase committee upon the advice of the management

xvii Maintenance policy

1. All requirements for maintenance of infrastructure and instruments are to be forwarded to the Managing Director of the college.

2. Maintenance work sanctioned for the department is to be supervised by the respective HOD
3. Cleanliness of the class rooms/labs etc. should be maintained by the concerned departments. There shall be a co-ordinator / Sub committee

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xviii IT policy

1. All staff members and students are required to have an e-mail ID
2. Staff members are prohibited from sharing the contact number or e-mail ID to any source without the consent of the Principal
3. No staff member or student should involve in plagiarism
4. Misuse of social media against the Management by the staff and students may lead to disciplinary action
5. Principal is empowered to check any file or any other software material used or possessed within the campus

xix Student council policy

1. A student council may be formed every academic year with a staff advisor
2. The election details and other terms and conditions will be declared by the Principal
3. It is meant for the general discipline in the campus
4. All extracurricular activities should be controlled by the staff advisor in association with the college union / Heads of the Departments
5. Formation of any particular Club / Association will be at the discretion of the Principal
6. All sports and Games competitions are to be supervised by the Physical Education Director / a senior faculty nominated by the Principal
7. Clubs may be formed with a view to encouraging special talents of the students upon the advice of the Principal.

xx Departmental requirement policy

1. Atleast one seminar is to be conducted online or face to face every six months
2. One departmental sensitization / extension activity
3. Implementation of one certificate course yearly
4. Atleast one skill oriented programme annually
5. One collaborative linkage and one MOU every year
6. Two student centered learning programmes during the academic year
7. Feed back to be taken from stake holders on curriculum as and when required for
8. To conduct PBAS
9. To keep all updated departmental files

In addition to what mentioned above, various mandatory committees shall function each with a co-ordinator such as IQAC, Library committee, Anti ragging cell, Grievance redressal cell, SC/ST cell, Planning forum, Purchase committee, Co-ordination committee for extracurricular activities etc. Co-ordinators and members for all such bodies should be delegated by the Principal.

General instructions:

1. The co-ordinators /conveners of all committees, clubs or any such designated bodies should keep the minutes of the meetings countersigned by the Principal
2. IQAC should provide a common format for recording minutes

CODE OF CONDUCT

Code of Conduct for Principal

The Principal is the academic and administrative head of the Institution and he implements the policies approved by the Management. He maintains co-ordination among the various statutory committees and non statutory bodies including the Academic Council. He abides by the following code of conduct for the smooth and effective functioning of the Institution.

1. The Principal has to make all decisions keeping the best interest of the Institution.
2. To carry out the responsibility with the highest integrity and loyalty.
3. To empower the staff and students to reach their maximum potential.
4. To do justice in all reports and documents for the benefit of the Institution.
5. To do prompt internal reporting to the appropriate authorities concerned.
6. To comply with the norms and regulations of the Government, University and Other concerned authorities.
7. To conduct the meetings of the Board of studies as per the stipulated guidelines and to hold the Academic Council meetings as per the norms.
8. To co-ordinate and motivate the faculty, administrative authorities and the supporting staff and enable them to play their respective roles systematically.

9. To hold meetings of the Heads of the Departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
10. In matters related to Internal Examinations, Semester End Examinations (both Theory and Practical), result analysis, detained candidates, Principal will be assisted by the Controller of examinations and the respective Heads of the Departments.
11. To plan for training need analysis (TNA) of the staff and devise training programmes such as Refresher Courses, Orientations, Faculty Improvement Programmes, Quality Improvement Programmes, etc.
12. To take efforts to look after the overall welfare of the staff and students.

Code of Conduct for HOD

1. To allocate the subjects to the faculty members well in advance before the commencement of the semester / year.
2. To collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. To make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. To handover the staff attendance register after making necessary entries to the principal by 9.30 A. M every day.

5. To interact with the students (section wise) of their branch once in 15 days, identify their problems and find solutions in consultation with the Principal.
6. To verify the student's attendance register maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
7. To instruct the faculty members to set the question papers as instructed by the Principal and maintain the confidentiality and also to evaluate the scripts promptly to meet the deadline given by the Principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft copy of the exams & test has to be submitted to the exam section as per schedule.
8. To observe the dress code of the students and instruct the respective class teachers to implement the dress code among the students.
9. To convene departmental staff meeting at least once in a month on the day allotted and record the minutes of the meeting.
10. To collect the students' feedback about the faculty members subject wise and communicate the same to the concerned faculty members in the standard format as decided by Principal and handover the same to the Principal. If any subject is handled by other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor them to be effective.

11. To advise the class teachers to prepare Master Registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester / Year.
12. To communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of the class teachers.
13. To counsel the students who are absent for the mid test or irregular to the class work.
14. To form the student batches and allot the project guides as per guidelines given by the Principal.
15. To allocate the students to the teacher counsellors in the beginning of the academic year.
16. To inform the concerned authorities of any important information of events taking place in the Department from time to time.
17. To arrange special classes if necessary for the benefit of below average students.
18. To ensure academic discipline in the department.
19. To follow the guidelines / instructions given by the Principal from time to time.
20. To maintain and update the concerned files.
21. To make arrangements to lock and seal all the laboratories before leaving the premises.
22. To plan and conduct the meeting of the on line course (MOOC) regularly and prepare minutes of the meetings and communicate the same to the members concerned and to the Principal.

23. To provide necessary inputs to the principal for conducting Academic Council / Governing Board Meeting.

Code of Conduct for Teachers

1. To handle the subjects assigned by the Head of the Department.
2. To complete the syllabus on time effectively so as to make good results.
3. To implement Tutor – Ward system effectively and monitor both the academic and the personal activities of the students.
4. They should be good counsellors and facilitators. They should motivate their students to ensure that the Teaching – Learning Process is effective and successful. Outcome based education must be their motto.
5. To maintain decorum both inside and outside the classroom and set a good example to the students.
6. To deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
7. To motivate them in the extracurricular, co-curricular and organizational activities as assigned to them.
8. To report to duty by access in the biometric software.
9. Be smart and prompt in dress code and decorum.
10. No action against the interest of the college or Management policy.

11. No action in any manner that violates the norms of decency or morality in his / her conduct or behavior inside and outside of the college campus.
12. To be present without fail on the day of reopening and last working day of the semester.
13. To report for duty even if on vacation when called for to attend any important duty due to emergency.
14. To resign in the middle of the academic year will not be encouraged.
15. Three months notice should be given, in advance, for resignation from service.
16. To get prior permission from the management to apply for the vacancies in other institutions.
17. To attend all the college functions and the respective department functions without fail.
18. Use of cell phone inside the classroom is strictly prohibited.
19. To utilize the facilities available in the college for the improvement of the students as well as for their academic development only.
20. To be responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway.

Code of conduct for Non – Teaching staff

1. Non–Teaching staff working in the college office or departments should remain on duty during college hours. They should report for duty at least 30 minutes in advance.

2. Non-teaching staff should wear the Uniform as stipulated by the Management.
3. Non-teaching staff must always wear their identity badge during working hours.
4. Superintendent / AO is the head of the non-teaching staff.
5. Non-teaching staff assigned to the Laboratories should keep the Labs clean.
6. Any Loss or damage to any article in the Lab or classroom should be reported to the HOD in writing immediately.
7. Non-teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the principal at the end of the each semester and their signatures to be obtained.
8. For articles damaged by the students, a separate register should be maintained and if any money is collected from the students towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the college Account.
9. Non – Teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
10. Non – Teaching staff shall not leave the college premises without permission of the Principal before the stipulated time period.

Code of conduct for Students

1. It is obligatory on the part of the students to abide by the rules and regulations of the College for maintaining good standard, discipline and individual progress.
2. The students must behave properly in the college campus. They should not cause any disturbance to others inside and outside the campus.
3. The students should always wear the identity cards/ badges inside the college campus.
4. The students must follow the dress code to maintain the dignity and decorum of the college.
5. Smoking / use of drugs or Alcohol is strictly prohibited in the college campus.
6. Any instance of unbecoming of a student will seriously be dealt with. Two- wheeler riders should wear helmets and must possess valid Driving License. Students should park their vehicles as per the directions given by the Principal.
7. Students are directed to co-operate with the authorities in keeping the college campus clean, green and serene. They must avoid writing on the walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dustbin provided for the purpose.
8. Every student should handle the college property with care and any damage caused to college property will be levied from the concerned party.

9. Plastic items are prohibited inside the college premises.
10. Students indulging in any kind of malpractice or plagiarism will be investigated by a committee comprising of the Principal, Controller of Examinations and Staff Advisor.
11. The students should not take part in any violent or unwanted activities regarding politics, community and religion.
12. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal.
13. Loitering and shouting slogans in the college campus are strictly forbidden.
14. Students must be punctual in the classes. At the stroke of the first bell in the morning and afternoon, the students must be inside their classrooms.
15. Students should leave the classroom only after the teacher leaving the class. Students are prevented from entering into other classes without the permission of the teacher-in-charge.
16. Change of residence of students/parents/guardians if any shall be reported forthwith to the office through the Principal.
17. In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum.

Matters related to Attendance & Absence

(i) Staff

1. Casual leave for 15 days for teaching and non – teaching staff for the calendar year (i.e, January to December) will be allowed.
2. Permission for 2 hours (1 + 1) per month is allowed. If a person avails a 3rd permission within one month it will be considered as half day leave.
3. Leave on duty for 10 days is allowed for one Academic year with the permission of the Principal (ie, June to May).
4. Faculty in the service of the college can do higher studies only after the consent by and knowledge of the college management.
5. When a faculty seeks to accept any honorary work without affecting his / her duties, prior permission of the management must be obtained.
6. Every faculty shall at all times strive for academic excellence and be a role model to the students.
7.
 - a. The faculty should be present in the Department at least 10 minutes before the commencement of the first hour and should leave only 30 minutes after the closure of the last hour. This applies to all the faculty members including Heads of the Department.
 - b. Office staff must be present from 9am to 5pm
 - c. Other non – teaching staff must be present from 8am to 5pm including Saturdays

- d. Leave application must be submitted to the Principal as per norms stipulated by the management

(ii) Students

Attendance

1. Attendance will be taken at the beginning of each period by the teacher concerned.
2. Late comers will be denied attendance for the period.
3. Benefit of attendance shall be granted by the Principal for attending curricular / co – curricular activities if necessary.
4. Leave applications must be submitted to the Principal through HOD.
5. 75% attendance is compulsory for appearing the University Exams.
6. Shortage of 10% may be condoned by the Vice Chancellor upon the special written request of the principal.
7. Shortage shall not be condoned more than twice during the entire course, in such cases the candidate shall repeat the semester.



