

# **PATRICIAN COLLEGE OF ARTS AND SCIENCE**

*Affiliated to the University of Madras and Reaccredited 'A+' Grade by NAAC*



**STAFF MANUAL**

**2024 – 2025**

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# 1 Preface

The Staff Manual serves as a comprehensive guide for the staff of Patrician College of Arts and Science, covering provisions, guidelines and procedures from entry to exit from the institution. The objective of the manual is to ensure transparency and consistency in administrative practices. All staff members are required to familiarize with the contents of this manual and adhere to its provisions.

We place on record our appreciation to Bro. Naveen F, Director and Secretary who mooted this idea of a staff manual for the college. We acknowledge the contribution made by the officials and the staff. This manual is a quality initiative of the IQAC and we acknowledge and appreciate the efforts of the IQAC team who have compiled this document.

We trust this manual will serve as a ready reference in fostering a conducive and supportive academic environment for the staff members.

**Dr. Fatima Vasanth**  
*Academic Director*

## 2 Director’s Message

Dear Team,

Greetings!

Welcome to Patrician College of Arts and Science. It is with great pride and enthusiasm that I introduce our Staff Manual—a comprehensive guide designed to support you in your role within our organization. Whether you are a new team member or have been with us for long, this manual serves as an essential resource to help you navigate your responsibilities, understand our values, and align with our goals. At Patrician College of Arts and Science, we are committed to fostering an environment of collaboration, innovation, and excellence. Our success is built on the dedication and passion of our people—our most valuable asset. This manual outlines the policies, procedures, and expectations that ensure we all work together effectively and respectfully; as we envisage wellbeing, peaceful coexistence and a blissful environment. As you go through this manual, I encourage you to familiarize yourself with its contents. It has been carefully curated to provide clarity on various aspects of your professional life, from day-to-day operations to long-term career development. Remember, this manual is not just a set of rules; it’s a reflection of our commitment to creating a supportive and dynamic workplace where everyone can thrive. Please take the time to review this document thoroughly. If you have any questions or need further clarification on any topic, do not hesitate to reach out to the Officials. We are here to support you every step of the way. Appreciate you for your dedication, passion and for being an integral part of our journey in pursuit and dissemination of knowledge. Together, we will continue to achieve great things.

**Bro. Naveen F**

*Director and Secretary*

### 3 Introduction

Patrician College of Arts and Science, established in 2001, is a Christian minority co- educational self-financing institution affiliated to the University of Madras. It is run by the Brothers of St. Patrick, a congregation established by Bishop Daniel Delany on 2nd February 1808, in Ireland. With their exceptional skill in leadership, governance and the strong hand of the Almighty, the congregation has established educational institutions throughout the world.

The management is committed to uphold high standards to impart quality education to the students. Towards this goal, the management appoints teaching staff according to the statutory provisions of the UGC and the University, and the administrative staff as per the norms of the governing body of the college.

The college has 138 teaching staff and 12 administrative staff. The highest qualification, Post- Doctoral Fellowship (PDF), is held by one faculty and 44% of faculty are Ph.D. holders. In addition to their academic commitments, the staff anchor responsibilities with regard to mentoring, training, placement, student association activity, extension, sports, and other co- curricular and extracurricular activities.

Every effort is made to retain qualified, competent and dedicated staff. The management is committed to ensure that its employees maintain a good morale and encourages all staff members to fulfil their academic and related roles guided by the policy and guidelines in place.

## 4 Policies

### 4.1 Recruitment

The recruitment policy aims to uphold transparency, fairness, and legal compliance while ensuring the appointment of quality, efficient, and competent faculty at Patrician College of Arts and Science.

#### 4.1.1 Guidelines

- **Appointing Authority:** The appointing authority for all categories of employees, including teaching and non-teaching staff, is the Director and Secretary of Patrician College of Arts and Science.
- **Appointment Letter:** No individual shall be considered an employee of the College unless they have been issued an appointment letter duly signed by the Director and Secretary.
- **Date of Appointment:** The date of joining specified in the appointment letter will be considered as the official date for all subsequent purposes.
- **Verification of Information:** If any information provided in the application is found to be false, misleading, or incorrect, the appointment shall be deemed invalid.
- **Date of Birth:** The date of birth recorded on the application form, supported by a valid certificate (such as Birth Certificate, Education Board Certificate, or College Leaving Certificate), cannot be altered. No affidavit regarding the date of birth will be accepted.
- **Change of Name or Address:** Any change in name due to marital status or other reasons must be promptly communicated to the College along with appropriate documentation. Similarly, changes in address, telephone number, or any other personal particulars must be updated with the College. Failure to inform the College of any changes in address will mean that communications sent to the last known address will be considered as duly delivered.

- **Employment Restrictions:** Upon appointment, both permanent employees and those on probation are prohibited from concurrently holding or taking up any other job without prior consent from the Director and Secretary.

#### 4.1.2 Appointment Procedure

- **Advertisement of Vacancies:** Vacancies for teaching and non-teaching positions will be advertised in newspapers. Guidelines set by the University Grants Commission (UGC) and the University of Madras will apply for the recruitment of teaching staff, and the rules set by the Governing Body of the Management will apply for non-teaching staff.
- **Application Scrutiny:** All applications received in response to advertisements will be scrutinized to determine eligibility based on the criteria specified in the advertisement.
- **Shortlisting:** Qualified candidates will be shortlisted based on their qualifications, experience, and other criteria.
- **Interview Process:** Shortlisted candidates will be invited for an interview conducted by a Selection Committee constituted for the purpose. The performance of candidates in the interview will be the basis for final selection.
- **Appointment Order:** The selected candidates will be issued appointment order by the Director and Secretary after verification with the former employers.



## **4.2 Induction and Training**

The induction process at Patrician College of Arts and Science aims to familiarize newly recruited staff with the institution's vision, mission, policies, rules, and regulations. It is designed to integrate them into the college community and provide them with necessary information to perform their roles effectively. This Induction Policy aims to bring about a positive and supportive environment for new staff members, enabling them to contribute effectively to the mission and goals of Patrician College of Arts and Science from the onset of their employment.

### **4.2.1 Orientation and Induction**

- Newly recruited staff members will undergo an induction programme for a week.
- During this programme, they will be introduced to the college's organizational structure, governance framework, and administrative processes.
- They will be briefed on their specific roles and responsibilities within their departments or functional areas along with employee benefits, entitlements, and code of conduct.
- The programme will emphasize the values and ethos of the institution, promoting a sense of belonging and commitment among new staff members.
- The new recruits will be familiarized with campus facilities, IT resources, and support services available to staff, facilitated by the faculty secretary.

### **4.2.2 Training**

- Ongoing need-based training programs will be organized for all faculty to enhance knowledge and skills.
- Staff members are encouraged to participate in professional development activities, including workshops, seminars, and conferences relevant to their areas of expertise.

- Access to online courses offered on MOOC platforms will be facilitated to support continuous learning and skill development.
- Regular performance evaluations will be conducted to identify training needs and opportunities for career advancement.
- Feedback from evaluations will guide the planning of further training initiatives to address specific skill gaps.

### **4.2.3 Implementation and Review**

#### **Implementation**

- The IQAC will oversee the implementation of the induction and training programs in collaboration with department heads and Management Council.

#### **Review and Feedback**

- The effectiveness of the induction process and ongoing training initiatives will be periodically reviewed through feedback from participants and performance assessments. Modification and improvements will be made as necessary to ensure the programs meet the evolving needs of the staff and the institution.

### 4.3 Workload

Patrician College is committed to ensuring that all faculty take the responsibility for equal distribution of the total workload. The workload is assigned in accordance with the academic and related assignments.

#### 4.3.1 Guidelines

- All full-time faculty will be assigned a workload of 18 hours in a 6-day order week.
- The total workload is prepared by the Academic Affairs Coordinator in the beginning of the academic year.
- The department workload is prepared by the Heads of Departments.
- The master time table is prepared in accordance with the University norms and the department time table is fitted into the master time table.
- Reduction in workload is given for faculty who hold administrative positions.

S. No.	Particulars	Working Hours
1	Principal	6
2	Vice Principal	12
3	Coordinator (Shift II)	14
4	HODs	14
5	Physical Fitness / Athletic coach	14
6	IQAC Coordinator	16
7	Placement Coordinator	16
8	PIIC Coordinator	16
9	ERP Coordinator	16
10	SAC Coordinators	16
11	Extension Coordinator	16
12	Govt Scholarship Committee Coordinator	16

## **4.4 Communication**

The communication policy streamlines the process and ensures all official communications are effective. The approved communication channels are website, email, WhatsApp groups (personal and official).

### **4.4.1 Guidelines**

#### **Website**

1. The website will be maintained by the website committee.
2. The website will be updated on every day basis.
3. The content for the website will be given by the respective officials/ HoDs/ coordinators and approved by the content approval committee.

#### **E - Mail**

1. The official mail id is available for College/ Departments/Staff / units.
2. Sending Emails is a responsibility of the officials/HoDs/ coordinators.
3. Email should be sent only after following the protocol.
4. The official mail id will be revoked on retirement, resignation or termination.

#### **WhatsApp Groups**

##### *Official*

1. All staff are members of the group and this group is for official communication.
2. Only officials, HoDs, and coordinators have the right to post messages in this group
3. All messages must be approved by the respective officials before posting.

##### *Personal*

1. All staff are members of the personal WhatsApp group.

2. This group is intended for sharing personal information like birthdays, anniversary wishes, congratulatory messages and obituary messages and any relevant academic information/invitations/workshops/seminars of other institutions.
3. Unwanted messages or content irrelevant to academics and the college environment must be avoided.

## 4.5 Reporting

Policy on Reporting is to establish a clear and efficient reporting structure for the staff of Patrician College of Arts and Science. This policy ensures that all reports and communications are directed through the appropriate channels to maintain transparency and accountability. This policy applies to all faculty members of the college.

### 4.5.1 Hierarchy of Officials

S. No.	Official
1	Director and Secretary
2	Academic Director
3	Principal
4	Vice Principal
5	Coordinator (Shift - II)
6	Heads of Departments
7	Committees / Clubs / Cells Coordinator

### 4.5.2 Procedure

- The HOD is the team leader for academic departments. All faculty members should first report to their respective HODs for all academic and personal matters that require the intervention of the HOD.
- Coordinators are the team leaders for Committees/Cells/Other Units. The members are required to report first to the respective Committee Coordinators for all matters related to the working of the committee.
- The HODs / Committee Coordinators shall forward only the matters that needs approval to the concerned official as per the portfolio assigned.

## 4.6 Leave and Attendance

This policy is established to foster a disciplined environment while addressing the legitimate needs of faculty members. Leave is regarded not as a right, but as a responsibility. This policy applies to all full-time faculty members, including both permanent and probationary staff.

### 4.6.1 Daily Attendance

- Attendance must be registered through the biometric system everyday on entry to and exit from college. Attendance Register must be signed everyday on exit.
- During working hours, faculty members may leave the campus, if required. An exit movement slip, duly signed by the Principal, is required for leaving the campus and must be presented to security both on exit and return.
- On days of college events, faculty should remain on campus until all students vacate the campus.

### 4.6.2 Casual Leave

#### Eligibility

Permanent Staff	12 days per year
Probationary Staff	6 days per year

#### Leave and attendance

##### Procedure

- CL must be requested in advance to the Principal by submitting a request in the prescribed format; failure to comply will result in non-approval.
- Faculty must ensure that their classes are adequately covered by colleagues during their absence.
- In emergency, faculty must inform the Head of Department (HoD) immediately and submit a CL letter for approval the next day. Absence without proper submission will be classified as Leave on Loss of Pay (LOP).
- CL can be taken for a maximum of three consecutive days.
- Prefix and suffix holidays will not be included in the calculation of CL.

### 4.6.3 Vacation Holidays

1. December - All faculty members are eligible to avail the December vacation.
2. May - Permanent faculty will avail 3 weeks and probationary staff, 1 week. The holidays will be continuous without break.

### 4.6.4 Late Reporting and Permission

#### Reporting Time

Shift - I	7.55 AM
Shift - II	11.30 AM

#### Grace Time

Shift - I	up to 8.05 AM
Shift - II	up to 11.40 AM

#### Late Coming

Shift - I	8.06 AM - 8.10 AM
Shift - II	11.41 AM - 11.45 AM

#### Permission

- Faculty are allowed one hour of permission per month either in the beginning or end of the day.

### 4.6.5 Maternity Leave

1. Maternity leave is for a period of 3 months.
2. Full-time female faculty members, including permanent and probationary staff, are eligible for maternity leave up to 2 children.
3. Faculty members must send a formal request to the Director, at least two months in advance of their maternity leave period.
4. Sanction of extension of maternity leave is at the discretion of the Management. However, the extended period will be treated as LOP.
5. Special provision is made for nursing mothers who return from maternity leave and who need time for breastfeeding or expressing milk. The flexi-timing policy applies to full-time and part-time employees who reside within a 5 km radius of the college. Employees must be present during working hours. The nursing mother can avail one break for 30 mins during the



working hours till the baby is 6 months old. The timing of the break will be for 30 minutes coinciding with the break time of the college, so as to ensure seamless execution of classes.

#### **4.6.6 Medical Leave**

1. All permanent staff are eligible for medical leave.
2. Medical leave will be granted at the discretion of the Management.

#### **4.6.7 On Duty (OD)**

OD Leave is given to staff to engage in academic, co-curricular and extra-curricular assignments without considering their absence as CL.

##### **Eligibility**

Permanent Staff : 4 days per year

Probationary staff : 2 days per year

Special OD for Refresher / Orientation course / FDP where more days are required.

##### **Procedure**

- Prior approval from the Principal is required before accepting any academic assignment.
- The Principal may nominate faculty as per requirement for special OD.
- An attendance certificate must be submitted to the Principal for OD taken.

## 4.7 Policy on Travel Reimbursement

The purpose of this policy is to provide guidelines for the reimbursement of travel expenses incurred by employees of the college while performing official duties. The policy aims to ensure that employees are reimbursed for legitimate expenses in a fair and timely manner.

This policy applies to all employees of the college, including full-time, part-time, and temporary staff, who are required to travel for official college business.

**Pre-Approval:** All travel must be pre-approved by the Director / Academic Director / Principal. A travel request form must be submitted and approved before any travel arrangements are made.

**Travel Advances:** Employees may request a travel advance for anticipated expenses. Advances must be approved and will be deducted from the final reimbursement claim.

Reimbursable travel expenses include but are not limited to:

### **Transportation:**

- Public Transport - Train / Bus / Auto / Taxi - The actuals will be reimbursed
- Personal Vehicle - Mileage for personal vehicle use reimbursed at the Rs.10 per kilometre for 2 wheeler and Rs.25/- per kilometre for 4 wheeler
- College vehicle - 2 Wheeler / 4 wheeler - Log book will be maintained by accounts department and maintenance by Supervisor.
- Parking fees and tolls – Actuals will be reimbursed

### **Accommodation:**

- Hotel or lodging expenses at standard rates for the location will be reimbursed.

### **Meals:**

- Meal expenses are reimbursable based on actual costs or per diem rates Rs.500/- per day for outstation travel only.

### **Documents Requirements**

- **Receipts:** Original itemized receipts must be provided for all expenses.
- **Expense Report:** An expense report must be submitted within 7 days in the given format of completing travel. The report should include details of all expenses, purpose of travel, and any travel advances.

### **Reimbursement Process**

• **Approval:** The expense report will be reviewed by Academic Director and Accounts Department and approved by the Director.

• After scrutiny of bills by the Accounts Department reimbursement will be made within 7 days of submission of bills.

**Compliance**

Employees are expected to adhere to this policy and to exercise good judgment in the use of college funds.

**Policy Review**

This policy will be reviewed annually and may be updated as necessary to ensure compliance with applicable regulations.

**Format**

Date of Travel

Purpose

Mode of Travel

Fare

Accommodation (Outstation only)

Dearness Allowance (Outstation only Rs.500/- )

Advance Taken

Reimbursement

Permission granted by Principal / Academic Director

Bills scrutinized by

AD

Accounts Department

Approved by Director

## 4.8 Formal Meetings

The policy on organizing formal meetings is to establish a standardized procedure for scheduling and conducting meetings at Patrician College of Arts and Science. This policy aims to ensure meetings are planned, communicated, and executed efficiently to foster effective communication and decision-making. This policy applies to all faculty, administrative staff, and working committees of the college.

### 4.8.1 Types of Meetings and their Schedules

Governing Body	:	Once a year - September
Academic Advisory Committee	:	Once a year - August
Management Council	:	Once every two weeks - Tuesday
College Development Council	:	First Saturday of even month
HOD Meeting	:	First Saturday of odd month
All faculty meeting	:	Third Saturday of alternate months
Department meeting	:	Second Friday of every month
Committee/Clubs/Cells Meeting	:	Third Friday of every month
IQAC External Committee	:	Once a year - February
IQAC Core Meeting	:	Fourth Friday of every month

### 4.8.2 Procedure for conducting meetings

- The agenda should be prepared and circulated to all members at least seven days before the meeting date.
- The agenda should include venue, topics to be discussed, the sequence of discussion and allocated time for each item.
- Meetings will be chaired by the respective unit heads.
- A designated secretary will take minutes of the meeting.
- All participants are expected to attend punctually and participate actively.
- Decisions will be made through consensus.
- Post meeting, minutes should be circulated to all participants within two days the meeting. Presentations, if any, to be circulated along with the minutes.
- Assigned action items should be clearly stated in the minutes with responsible persons and deadlines.

- The chairperson will ensure Action Taken Report (ATR) and review progress in subsequent meetings.

#### **4.8.3 Documentation and Record Keeping**

- All meeting agendas, minutes, and related documents should be documented by the respective unit secretary.
- Documents should be accessible to authorized personnel for future reference.

#### **4.8.4 Compliance**

- Attendance at scheduled meetings is mandatory unless prior permission for absence is obtained from the chairperson.
- Non-compliance with meetings schedules or procedures may result in disciplinary action.

## 4.9 Performance Appraisal

Performance appraisal is implemented to assess and analyse the performance of faculty members and recommend ways to enhance their effectiveness. This policy ensures a structured and fair approach to evaluating faculty performance, fostering continuous improvement and accountability within the academic community.

### 4.9.1 Procedure

- Performance appraisal is conducted annually.
- Every January, faculty members must submit their annual performance reports in the prescribed appraisal format to the Head of Department (HOD).
- The report should be factual, accurate, and supported by relevant documents. The HOD will review and endorse the details, and forward the report along with their recommendations to the Review Committee.
- The Review Committee will comprise of the Academic Director, Principal and Vice-Principal. Coordinator-Shift II will be a member of the committee for Shift II faculty's performance appraisal. The committee will evaluate the faculty's performance and recommend appropriate actions such as Career Advancement if eligible/Extension of Probation/Termination.
- The Review Committee's report will be submitted to the Director and Secretary. Faculty members recommended for Extension of Probation or Termination will have a one-on-one discussion with the Director and Secretary and final decision will be implemented by the Director.

## 4.10 Rewards and Recognition

The policy on Rewards and Recognition is to acknowledge the exceptional performance and dedication of the faculty at Patrician College of Arts and Science. This policy aims to motivate and encourage faculty members to strive for excellence in teaching, research and service. This policy applies to all full-time permanent faculty members of the college.

### 4.10.1 Categories of Recognition

#### Academic Excellence

1. **Award for Innovation in Teaching:** This award is for faculty who develop and implement innovative teaching methods.
2. **Best Mentor Award:** For faculty who provide exceptional guidance and mentorship to students.
3. **Attendance Award:** For faculty with 100% attendance.

#### Research Excellence

1. **Best Researcher Award:** This award is for faculty who make outstanding contributions to research.
2. **Publication Excellence Award:** For publishing in high-impact journals and conferences.

#### Overall Performance

1. Best Male Faculty
2. Best Female Faculty

For overall performance in academics, research and extension.

### 4.10.2 Nomination and Selection Process

#### Nomination

- **Self – Nomination:** Faculty members can nominate themselves for awards.
- **Peer Nomination:** Faculty members can nominate their colleagues.

All Nominations must be duly supported by evidence documents.

### **Selection Process**

A selection committee will be constituted for each category of awards. The selection committee will call for nominations and scrutinize the nominations as per the pre-evolved Selection Criteria. The minutes of the selection committee duly signed by all members will be submitted to the Director and Secretary for final decision and approval.

### **4.10.3 Selection Committees Composition**

#### **Academic Excellence Awards**

1. Academic Affairs Coordinator - Chairperson
2. IQAC Coordinator - Member
3. Mentoring Committee Coordinator - Member

#### **Research Excellence Awards**

1. Research Coordinator - Chairperson
2. Senior Research Supervisor - Member
3. PIIC Coordinator - Member

#### **Service and Leadership Awards**

1. Extension Coordinator - Chairperson
2. Secretaries of Faculty Council - Members

#### **Overall Performance**

1. Academic Director - Chairperson
2. Principal - Member
3. Vice Principal - Member
4. Shift II Coordinator - Member



#### **4.10.4 Recognition**

- Monetary Benefits – Quantum of Monetary benefit as per the decision the Management.
- Certificates of Appreciation/ Recognition
- Public Acknowledgment – Recognition during college events, on the college website and in newsletters.

#### **4.10.5 Frequency of Awards**

- All awards are on annual basis.
- All awards will be presented during the College Day.
- Research Awards will be presented during the Research Day.

## **4.11 Welfare**

### **4.11.1 Personal Loan for Staff**

#### **Terms and Conditions**

1. The loan will be sourced from the staff welfare fund.
2. The loan amount will be for a maximum of Rs.15, 000/- only.
3. Staff who complete 5 years of service at Patrician College will be eligible for the loan.
4. Only one staff member can avail the loan per month, on a first-come, first-served basis.
5. The rate of interest will be 2% per annum. In case of default, additional 1% will be levied on the amount for the due period.
6. The repayment period for the loan will be 10 months.
7. The repayment amount will comprise the principal amount plus interest, equated over 10 EMIs.
8. Repayment of the loan amount should be done through account transfer to the Patrician College Teacher welfare fund account number.
9. Loan applications will be scrutinized by the Secretary Faculty Council (SFC) - Shift I.
10. Faculty members will be eligible to apply for the loan again after 12 months, only upon full repayment of the previous loan amount with interest.
11. The management will reserve the right to approve or reject the sanction of loan, with or without assigning any reason whatsoever.
12. If an employee resigns from the College before fully repaying the loan amount, they are required to settle the remaining balance and obtain a NOC from the SFC for the relieving process.
13. If an employee desires to repay the balance loan amount in either full or in additional installments, the employee can do so with intimation to the Secretary Faculty council (Shift I).
14. The accounts will be maintained by the secretary faculty council (Shift I).

15. In case of any discrepancies, it will be the responsibility of the employee to provide the statement of accounts and clear the difference with the secretary faculty council (shift I).

### **Procedure**

- The applicant must submit the loan application to the faculty secretary (Shift I) in the given format for scrutiny.
- After scrutiny, the application will be forwarded through the Academic Director to the Director and Secretary for approval.
- Upon approval, the loan will be disbursed.

### **Application Form and Undertaking Letter**

From

Name

Department

To

The Director and Secretary

Patrician College of Arts and Science, Adyar, Chennai 600 020

Dear Director,

Sub: Request for personal loan from the Patrician College Staff Welfare Fund – reg

I would like to avail a loan of Rs. .... from the Patrician College teacher welfare fund. I agree to pay the loan amount by account transfer to the Patrician College Teachers Benefit Fund Account in 10 installments starting from ..... to .....

Kindly sanction the loan amount.

Regards

Staff Signature Forwarded by

Secretary Faculty Council

Approved by

Dr. Fatima Vasanth

Academic Director

Br. Naveen. F  
Director and Secretary

### **4.11.2 Insurance for Staff**

The insurance scheme for the staff is to provide comprehensive health insurance coverage to the staff and their dependents. This policy aims to ensure that staff have access to quality healthcare services and financial protection against unexpected medical expenses. The management will identify suitable insurance agency and will finalize the provisions of the insurance coverage. All staff will be covered under the insurance.

## 4.12 Grievance

A grievance mechanism is in place for the staff to report, investigate and resolve workplace complaints or concerns related to employment contracts or terms, working conditions, academic concerns, discrimination or harassment, retaliation and other work related issues. This policy applies to all staff members including permanent and temporary.

### 4.12.1 Procedure

- The aggrieved staff member shall submit their grievance in writing to the Director and Secretary of the college.
- The grievance submission must include a clear description of the issue, the date of the incident, the names of individuals involved, and any relevant evidence or documentation.
- Upon receipt of the grievance, the Director will acknowledge its receipt and forward the complaint to the grievance committee consisting of the officials. If the grievance is against any official, the respective official will not be part of the grievance redressal process.
- The investigation process may involve interviews with the staff member, witnesses, and a review of pertinent documents and evidence.
- The Director may consult legal experts and appoint an investigator if deemed necessary.
- The grievance process shall be concluded within two weeks.
- The Director will communicate in writing the outcome of the grievance redressal.
- All grievances and related documents will be maintained in confidence to the extent possible, consistent with the necessity to investigate and resolve the issue.
- Anonymous complaints will not be entertained.

## **4.13 Resignation**

The resignation policy aims to outline the procedures and expectations for staff wishing to resign from their positions and ensure a smooth transition out of the organization. This resignation policy aims to facilitate a professional and respectful departure process for staff, maintaining positive relations and upholding organizational standards of conduct and confidentiality.

### **4.13.1 Notice Period**

- Staff members intending to resign must submit a written resignation letter / E mail from the official email id of the staff to the official mail id of the Director.
- The required notice period for resignation is three months or three months' salary in lieu of notice period for permanent staff, and one month or one month's salary in lieu of notice period for probationary staff.
- During the notice period, employees are expected to fulfill their job responsibilities and assist in the transition of their duties to a suitable replacement.
- In the interest of the students, resignation in the middle of the year is not recommended.

### **4.13.2 Exit Formalities**

- The Director will conduct an exit interview with the resigning employee to discuss their reasons for resignation, gather feedback, and address any concerns.
- The employee must return all institutional property before their last working day.
- The employee will be officially relieved upon presenting the No Objection Certificate (NOC) and disconnected from all official channels (Official E mail and WhatsApp groups).

### **4.13.3 Reference and Recommendation**

- Director will provide a neutral reference letter upon request, outlining the employee's job title, dates of employment, and brief description of duties performed.
- Recommendations or endorsements beyond the standard reference letter will be based on the employee's performance and conduct during their tenure.

### **4.13.4 Re - Hire Eligibility**

- Employees leaving on good terms may be eligible for rehire in the future, subject to the organization's staffing needs and their performance history.

## **4.14 Termination**

The termination policy is designed to establish guidelines and procedures for the fair, respectful, and legally compliant termination of staff employment. This policy aims to manage termination processes professionally, minimize legal risks, and maintain positive employee relations within the organization.

### **4.14.1 Grounds for Termination**

- Poor performance that fails to meet job expectations despite reasonable support and opportunities for improvement.
- Misconduct, including violations of college policies, code of conduct, or ethical standards and involvement in political campaign on campus.
- Engaging directly or indirectly in any trade, business, or remunerative work without the prior written approval of the Director of the College.
- Repeated acts of insubordination.
- Personal scandals or personal issues affecting the reputation of the institution.
- Any other justifiable reason in accordance with college policies, rules and regulations.

### **4.14.2 Procedure**

- Before termination, staff will be informed of the reasons for potential termination through a memo and given an opportunity to respond.
- Termination decisions will be made following a thorough investigation, consultation with the Head of Department (HOD), and review by the management council and final decision by the Director.
- The termination letter, issued by the Director and Secretary, will outline the reasons for termination and the effective date.
- In normal circumstances, termination notice period will be given. In grave circumstances, immediate termination will be effected.

### **4.14.3 Retrenchment**

In rare circumstances, the institution may undertake the process of reducing staff or cutting down on operational costs due to the following grounds :

- Decline in Enrollment
- Operational Restructuring – Changes in the curriculum and structure
- Program or Department Closure

#### **4.14.4 Confidentiality and Respect**

- The termination process will be handled with sensitivity and respect for the staff privacy and dignity.
- Confidentiality regarding the termination details will be maintained to the extent possible, respecting legal obligations.

## **4.15 Retirement**

The retirement policy aims to outline the terms and procedures related to the retirement of faculty, ensuring a smooth transition and equitable treatment. This policy provides a clear framework for staff regarding retirement procedures and benefits, fostering a smooth and respectful transition for retiring employees.

### **4.15.1 Procedure**

- The retirement age for staff is set at 58 years.
- Employees approaching retirement age will be notified three months in advance.
- Upon retirement, employees will be entitled to applicable benefits such as Gratuity and Provident Fund (PF).
- The retirement process will include the completion of necessary paperwork, clearance of outstanding dues, and the return of institutional property.

### **4.15.2 Retired Staff Connect**

- Retired staff members are always regarded as important stakeholders of the college.
- To maintain their association with the institution, retired staff members will be invited to various college celebrations.



## 5 Code of Conduct

### 5.0.1 Staff and their responsibilities

Individuals who choose to pursue a career in teaching assume the responsibility to align their conduct with the ideals of the profession.

Teacher should:

1. Adhere to a conduct and demeanor that align with institutional expectations.
2. Engage in continuous professional development through study and research.
3. Share opinions and contribute to knowledge through participation in professional meetings, seminars, and conferences.
4. Maintain active membership in professional organizations and work to advance education and the profession.
5. Fulfill teaching, tutorial, practical, seminar, and research duties with conscientiousness and dedication.
6. Avoid plagiarism and other unethical practices in teaching and research.
7. Fulfil the educational responsibilities of the college and university.
8. Participate in extension, co-curricular, and extra-curricular activities, including community service.

### 5.0.2 Teachers and Students

Teacher should:

1. Respect students' rights and dignity, particularly in the expression of their opinions.
2. Treat students fairly and impartially, regardless of their religion, caste, gender, political, economic, social, or physical characteristics.
3. Recognize individual differences in aptitude and capabilities and strive to address their specific needs.
4. Encourage students to enhance their achievements, develop their personalities, and contribute to community welfare.
5. Foster a scientific mindset, spirit of inquiry, and ideals of democracy, patriotism, social justice, environmental protection, and peace among students.
6. Maintain dignity in their interactions with students and avoid any vindictive behavior.
7. Assess students solely based on their merits.
8. Not demand from students in cash or kind for academic up-gradation.
9. Refrain from inciting students against other students, colleagues, or the administration.

### **5.0.3 Teachers and Colleagues**

Teacher should:

1. Treat fellow professionals with the same respect and consideration they wish to receive.
2. Speak respectfully of other teachers and assist in their professional development.
3. Avoid making unverified allegations against colleagues to higher authorities.
4. Ensure that considerations of community, caste, creed, religion, race, or gender do not influence their professional conduct.

### **5.0.4 Teachers and Authorities**

Teacher should:

1. Perform their professional duties in accordance with existing rules, adhering to procedures and methods consistent with their role.
2. Avoid engaging in additional employment or commitments, such as private tutoring or coaching classes, that may interfere with their professional responsibilities.
3. Participate in policy formulation for the institution by accepting and fulfilling various roles and responsibilities.
4. Contribute to policy development in other institutions through their organizations and accept relevant positions.
5. Collaborate with authorities to enhance institutional effectiveness, maintaining the profession's dignity.
6. Comply with the terms of their employment contracts.
7. Provide and expect appropriate notice prior to any change in position.
8. Avoid taking leave except for unavoidable reasons, with prior notice, ensuring the completion of academic responsibilities.

### **5.0.5 Teachers and Admin / Support Staff**

Teacher should:

1. Regard administrative staff as colleagues and equal partners in the institution's cooperative efforts.
2. Support the functioning of joint-staff councils that include both teaching and administrative staff.
3. Treat support staff with dignity and respect.

### **5.0.6 Teachers and Parents/Guardians**

Teacher should:

1. Maintain communication with parents or guardians, providing reports on student performance, as needed.

### **5.0.7 Teachers and Society**

Teacher should:

1. Acknowledge that education is a public service and strive to keep the public informed about educational programs.
2. Work to enhance community education and strengthen the community's moral and intellectual fabric.
3. Fulfill their civic duties and participate in community activities.
4. Avoid involvement in or support of activities that promote hatred or enmity among different communities, religions, or linguistic groups, and actively work towards national integration, peace and harmony.

## 6 Compliance and Monitoring

All policies and guidelines are designed to ensure that staff members at Patrician College adhere to institutional policies, maintain high standards of professional conduct, and contribute effectively to the college's mission. The compliance and monitoring framework aims to support continuous improvement, address non-compliance issues, and uphold the integrity of the Institution. These guidelines apply to all staff members of the College.

### **Staff Members:**

- Adhere to all policies and procedures outlined in the policy manual.
- Report any violations or concerns regarding policy non-compliance to the designated officials.

### **Department Heads and Unit Coordinators:**

- Ensure that faculty members within their departments are informed about and understand the policies.
- Monitor compliance with policies and procedures within their departments.
- Address any non-compliance issues promptly and report them to the respective officials.

### **Officials:**

- Oversee the implementation and enforcement of compliance policies.
- Conduct regular audits and reviews of staff compliance.
- Provide guidance and support to staff and department heads regarding compliance issues.

### **Regular Audits:**

- Regular audits will be undertaken by the IQAC through constituted audit teams on academic and administrative processes.
- The team will review documentation, such as teaching records, research outputs, and attendance logs, as part of the audit process.
- Provide reports on audit findings to the Director and Secretary.

### **Feedback Mechanism:**

- Feedback will be anchored by IQAC.
- Implement a confidential feedback system for staff to report concerns or suggestions related to policy compliance.
- Review and address feedback in a timely manner.

### **Training :**

- IQAC will provide regular training sessions on policy updates, compliance requirements, and ethical standards.
- Ensure that all staff members complete the required training.

## 6.0.1 Addressing Non - Compliance

### Identification:

- Identify non-compliance through audits, performance reviews, feedback, and reports from officials/department heads/unit coordinators.

### Investigation:

- The Management Council will conduct a thorough investigation of any reported or detected non-compliance issues as per the policy.

### Action:

- Management Council will take corrective action to address non-compliance issues, which may include additional training, formal warnings, or other disciplinary measures.
- Provide support and resources to help staff members correct non-compliance issues.
- Ensure that documentation is kept confidential and secure.
- The management council will review on annual basis and update the policy manual to reflect changes in regulations, best practices, and institutional needs.

*Compiled by*

Dr. Fatima Vasanth	Academic Director
Prof. Daniel Felix Joseph Chalke	Coordinator, IQAC
Prof. Sri Vaishnavi K R	Additional Coordinator, IQAC
Prof. Nagarjun N T	Additional Coordinator, IQAC
Dr. Mahalakshmi G	Member, IQAC