

MOUNT CARMEL COLLEGE

58, Palace Road, Vasanthnagar
Bengaluru 560 052
Karnataka, India



"Empowering Through Education"

STAFF MANUAL



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1. PROFILE OF OUR INSTITUTION

1.1 Our Founder Mother Teresa of St. Rose of Lima

The foundation of CSST and Mount Carmel College was laid on 29th January 1859 on the birth of Mary Grace D’Lima in Madras, South India. Even her proud parents would not have anticipated the impact their daughter would later have on thousands of lives. She was an extraordinary human being whose vision of empowering women has shaped generations of students.

Mary Grace grew to be an educator. After her matriculation and Teacher’s Higher Grade Examination, she was given charge of St. Joseph’s School for girls in Allepey. While working under the guidance of the Carmelite Missionaries, she received her calling. She became a Carmelite Tertiary, taking the name of Sr. Teresa of St. Rose of Lima and was given the mandate to start a convent and an English medium school for girls at the tender age of 29.

Within a mere fifteen years Mother Teresa had taken enormous strides towards fulfilling her goals. Besides founding a community of fervent Carmelite Religious, she also started three schools, including an industrial school for orphaned children. She cared for the destitute, homeless and abandoned children in the orphanage she founded, sheltered wayward women and initiated a well planned programme to rehabilitate them with respectability. She also found the time to care for the aged, destitute and unwanted women at her Home for the Aged, and started a dispensary with a qualified doctor to take care of the medical needs of the people under her care. Mother took

the lead in helping the Government during the Famine Relief Programme in Ernakulam, in 1897.

Mother Teresa met with a tragic and untimely death in a train accident, leaving behind a community of 12 sisters. Despite their bereavement, the sisters kept the spirit of selfless service alive.

The Congregation began to expand to other states in India, and to America, Germany, Africa, Argentina and the Gulf. Today they run three first grade colleges, one training college, and several higher secondary schools, high schools, middle, primary, and nursery schools, five homes for the aged, several children's homes, dispensaries, crèches, one rehabilitation centre and one hospice for terminally ill cancer patients. Their education apostolate had thus enlightened and empowered generations of young women from all strata of society.

Mother Teresa had unbounded energy and single-minded focus towards the service of Humanity. Today, her spirit lives on undiminished through the apostolate she had started so many years ago.

1.2 Carmelite Sisters of St. Teresa (CSST)

Mount Carmel College, Bangalore is owned and administered by the Carmelite Sisters of St. Teresa (CSST). It is inspired by the teachings of Jesus Christ, whose values are Love, Peace, Brotherhood/ Sisterhood, Equality, Joy and Service. It is a minority institution enjoying the relevant rights and privileges guaranteed by the Indian Constitution.

The congregation of Carmelite Sisters of St. Teresa (CSST) was founded in 1887 by Mother Teresa of St. Rose of Lima in the town of Ernakulam in Kerala. As a Catholic and a Carmelite Institute, it tries to promote the holistic development of young people based on the integral vision of the human person, of life and of the world. The Management and the staff, faithful to the spirit of the Foundress Mother Teresa of St. Rose of Lima, work together for the common goal of forming young girls into citizens, Worthy of God and Worthy of our Nation and the World.

1.3 Mount Carmel Educational Society (MCES)

Mount Carmel College, Autonomous, Bangalore is owned and managed by Mount Carmel Educational Society. Mount Carmel Educational Society was registered under the Mysore Societies Registration Act No. 17 of 1960. The Society with its Registered Office at 58, Palace Road, Bangalore works towards the following objectives:

- To help the Carmelite Sisters of St. Teresa with their administrative Centre, St. Teresa's Generalate, Geddalahalli, Kothanur, Bangalore – 560 077 to promote education through the all round development of students, helping them to grow in responsibility and openness to God, their families and the country. The Society will look towards promoting sound human values in the students, developing in them right attitudes and interests, so that they will assume a proactive role in Society, through the establishment of social justice, devotion to duty and a genuine love to God and for country.

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- To promote the diffusion of useful knowledge by establishing schools, colleges, technical schools, social welfare centre, vocational training institutes etc., within the State of Karnataka. Though these institutions are primarily meant for the education of Catholics, the institution will be open to children of all communities, without distinction of caste creed and thus promote a spirit of fellowship and universal brotherhood.
- To take over, establish, maintain and administer other educational and charitable institutions.
- To provide and extend residential, extracurricular, sporting and recreational facilities and amenities to the students of the Institution and other deserving persons on such term and condition as may be agreeable to the Society.
- In pursuance of the said objects to administer, preserve and improve. Acquire or dispose of properties, moveable and immoveable, for the benefit and use of the said Institution, to raise loans on or without the security of the said properties or otherwise to collect donations and to do other acts to promote the objects of the Society.
- To enter into and carry out arrangements for joint working, or amalgamation with any other Association, Society or Institution having objectives similar to or within the objectives of the Society.
- Generally to all such other things as are deemed incidental or conducive to the attainment of all or any of the above objectives.

1.4 History of Mount Carmel College

Mount Carmel College for women is owned and run by the congregation of the Carmelite Sisters of St. Teresa. It is a minority institution run primarily for Catholic students, but in the spirit of service, opens its doors, to those of all castes and creeds. It draws its inspiration from the person and teaching of Jesus Christ, Universal Master and Model of Education.

MCC began its journey in Trichur, State of Cochin, in the year 1944. Known as Carmel College, it was affiliated to Madras University. The institution shifted to its present location in Bengaluru as Mount Carmel College, affiliated to the Mysore University in 1948 to meet the increasing need for women's education and demand for good women's colleges. In the year 1964, MCC became affiliated to the Bangalore University. With the trifurcation of BU in March 2018, Mount Carmel College is presently affiliated to the Bengaluru Central University.

An Autonomous College since September 2005, Mount Carmel College was re-accredited in the third cycle with an 'A' Grade by the National Assessment and Accreditation Council (NAAC) in 2012. It is one of the few colleges in India selected by UGC under the College with Potential for Excellence (CPE) scheme in 2006.

The College has been offering undergraduate and postgraduate courses in Arts, Science, Commerce, Business Studies and Management. Results have always been very good with most of the students securing distinction and first class. The student strength of the college in 1944 was

274; today, it has a strength of over 6,500 students pursuing undergraduate, postgraduate and Ph.D. programmes.

Mount Carmel College offers various job oriented and skill based undergraduate and postgraduate programmes. It has well-established research facilities, state-of-the-art laboratories and facilitates research culture among both staff and students. In the year 2006, the Commerce Department was recognized as a Research Center by Bangalore University. This was followed by the Biotechnology, Botany, Electronics, Life Science, Home Science (Human Development, Food Science and Nutrition), and Economics Departments in the year 2015. Further IGNOU has recognized nine of the departments as Research Centers from the academic year 2010 – 2011.

The College is registered with the Department of Scientific and Industrial Research (DSIR) and was recognized as a Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research, Ministry of Science and Technology, Government of India (Act 1988) in the year 2011. In 2017, MCC has been accorded the status of star college by the Department of Biotechnology (DBT), Government of India.

At the undergraduate level, the college offers eleven programmes in the faculty of Arts, nineteen in the faculty of Science and eight in the faculty of Commerce, Business Administration, and Management. The number of postgraduate programmes has increased from three under the affiliated system to nineteen under the autonomous system. The college also offers four evening Postgraduate

Diploma Programmes in Business administration, two career oriented courses, six skill based programmes in Healthcare and Cosmetology, Baking, Textile Designing and Construction, Sanitary Napkin Production, Chalk Making, Book Binding and Mushroom Cultivation as well as two Diploma Programmes in Business administration.

In 2017, MCC signed a Memorandum of Agreement with Binary University, Malaysia and it offers international twinning programme for two courses namely MBA and M.Sc. in Tourism Management along with Industry specialist Professional (ISP) certification, a unique certification with universal recognition available from Binary University Malaysia, to enable its students to pursue international post-graduation and research studies. MCC also offers a transfer program with Concordia College, New York under which students can obtain degree from Concordia College.

In the course of it's seven decades of history, Mount Carmel College has worked successfully at its primary objective of women empowerment through education and it continues to be committed to the same.

1.5 Vision

Mount Carmel College, Bangalore, envisions a life-oriented education that empowers the students through a humanizing and liberative process, to be agents of transformation and development at different levels of life. Enabled and empowered, they respond pro- actively to concerns and conflicts inherent in today's reality, especially those of women and persons who are unable to exercise their freedom to be human and work for the integrity of creation.

The thrust is in the light of a “Civilisation of love”, the Kingdom of God, as envisaged and promoted by the Foundress, Mother Teresa of St. Rose of Lima.

Mission

- To promote a value based education.
- To contribute to the transformation of society through being socially conscious and responsible.
- To synergize women and the less privileged regarding their basic human rights.
- To promote inter-cultural and inter-religious harmony and concern for the human family.
- To facilitate leadership among the students enabling them to proactively involve themselves in social liberation.
- To provide quality, integral, vocational and career oriented education and create a climate for human and educational excellence.
- To work towards the integrity of creation and foster interconnectedness, kinship and eco – justice.

1.6 Quality Policy Statement

Mount Carmel College strives towards being an academic institution of excellence in education and research committed to empowering women through education. We seek to attain global standards of excellence in all our endeavors namely teaching, research, consultancy and

extension programs. We are committed to enhance our quality standards through processes of self-evaluation and continuous improvement.

Our Objectives

- To create and sustain an environment of proactive learning among students taking into consideration societal and national needs.
- To promote active research and disseminate research findings among the community.
- To build inter-linkages with Industry and develop courses as per industry needs.
- To develop human resources which contribute to nation building.
- To contribute to knowledge enhancement in humanities, science, commerce management and education.

2. ORGANIZATIONAL STRUCTURE OF MCC

2.1 Governing Body of Mount Carmel Education Society

The management and control of the Mount Carmel Educational Society and its affairs is vested in the Governing Body. This implies that the management and control of Mount Carmel College, Autonomous, Bengaluru is vested in the Governing Body of MCES.

Composition

The members of the Governing Body shall not be less than seven and not more than nine in number consisting of the following:

- i. The Superior General of the Congregation of the Carmelite Sisters of St. Teresa, in office, is the President of the Society.
- ii. The Provincial Superior of CSST, in office, shall be the Vice President of the Society.
- iii. The Principal of the Mount Carmel College, in office, shall be the Secretary-cum-Treasurer of the Society.
- iv. The General Councilor for Education.
- v. The Provincial Councilor for Education.
- vi. The Superior of Mount Carmel Convent.
- vii. Not more than two other members all of whom shall be elected by the Society, at its Annual General Body Meeting by secret ballot or by show of hands as the

meeting may decide. Their term will be for a period of three years and any such retiring member will be eligible for re-election.

2.2 Governing Body of Mount Carmel College, Autonomous

Governing Body is the pivot of academic and administrative structure of Mount Carmel College, Autonomous.

a. Composition

The Governing Body shall consist of

- i. Five members nominated by MCES as per the constitution or bye-laws, with the chairman/director as the chairperson.
- ii. Two senior most teachers of the college nominated by the Principal.
- iii. One member who is an Educationist or Industrialist nominated by the management.
- iv. A nominee of the University Grants Commission.
- v. A nominee of the State Government – Academician not below the rank of Professor or State Government Official of Directorate of Higher Education/ State Council of Higher Education.
- vi. One member from the University nominated by the university.
- vii. Principal of the College is the Ex-Officio member.

b. Terms of members and meeting

- i. Term of the nominated member is three years except for the UGC nominee whose term will be a full five years.
- ii. The Governing Body shall meet at least twice a year.

c. Powers and Functions

- i. Fix the fees and other structural charges payable by the students of the college on the recommendations of the Finance Committee.
- ii. Approve the institution of new programs of study leading to degrees and/ or diplomas.
- iii. Institute scholarships, fellowships, medals, prizes and certificates on the recommendations of the Academic Council.
- iv. Perform such other functions and institute committee, as may be necessary and deemed fit for the proper development and fulfill the objectives for which the college has been declared as autonomous.

2.3 Academic Council

The Academic Council is solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi etc.

1. Composition

- i. Principal (Chairperson).
- ii. Vice Principal.

- iii. The Heads of all the Departments of the College.
- iv. Four teachers of the College representing different categories of the teaching faculty (Deans) by rotation on the basis of seniority of service in the college.
- v. Not less than four external experts from areas such as industry, commerce, law, education, medicine, engineering etc to be nominated by the Governing body.
- vi. Three nominees of the University.
- vii. A faculty member nominated by the Principal (Member Secretary).

b. Term of the members and meetings

- i. The term of the nominated members shall be a period of three years.
- ii. The Principal shall convene the meeting of the Academic Council at least twice a year.

c. Powers and Functions

- i. To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to course of study, academic regulations, curricula, syllabi and modifications thereof, institutional and evaluation arrangements, methods, procedures relevant there to etc, provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- ii. To make regulations regarding the admission of students to different programmes of study in the college.
- iii. To make regulations for sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels.
- iv. To recommend to the Governing body proposals for the institution of new programmes of study.
- v. To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and frame regulations for the award of the same.
- vi. To advise the Governing Body on suggestion(s) pertaining to academic affairs made by it.
- vii. To perform such other functions with regard to policies, processes and controls as may be assigned by the Governing Body.
- vii. To recommend names of faculty as research guides in keeping with the guidelines of the University.

2.4 Board of Studies

Board of Studies is the basic constituent of the academic system of the college.

a. Composition

- i. Head of the Department (Chairperson).
- ii. The entire faculty of the Department.

- iii. Two subject experts from outside the college to be nominated by the Academic Council.
- iv. One expert to be nominated by the Vice Chancellor from a panel of six recommended by the Principal.
- v. One representative from the industry/corporate sector/allied area relating to placement.
- vi. One post graduate meritorious alumnus to be nominated by the Principal.
- vii. The Chairperson of the Board of Studies may with the approval of the Principal co-opt.
- viii. Experts from outside the college whenever special courses of studies are to be formulated.
- ix. Other members of the staff of the same faculty.

b. Term of the members and meetings

- i. The term of the nominated members will be two years.
- ii. The Board of Studies will meet at least twice a year. The Principal will draw the schedule for meeting of the Board of Studies for all the departments.

c. Functions

- i. Prepare syllabi for the various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.

- ii. Suggest methodologies for innovative teaching and evaluation techniques.
- iii. Suggest panel of names to the Academic Council for appointment of Examiners.
- iv. Co-ordinate research, teaching, extension and other academic activities in the Department/College.

2.5 Finance Committee

The Finance Committee is responsible for the financial administration of the institution. The term of the Committee is 3 years.

a. Composition

- i. The Principal (Chairperson).
- ii. One person nominated by the Governing Body of the college for a period of two years.
- iii. Finance Officer of the affiliating University.
- iv. One senior teacher of the college/management nominee to be nominated on rotation by the Principal for two years.

a. Functions

- i. The finance Committee will be an advisory body to the Governing Body and meet at least twice a year.
- ii. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc collected from the students for the functioning of the institution.
- iii. Maintaining audited accounts for the above.

2.6 Board of Examiners

a. Composition

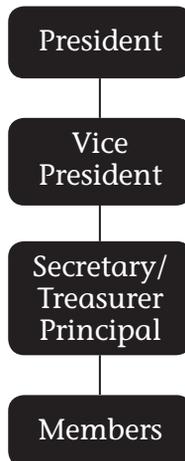
- i. The Board of Examiners shall be constituted by the Academic Council from out of the names suggested by the Board of Studies.

b. Functions

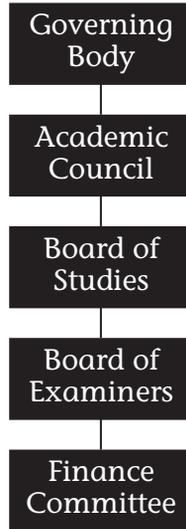
- i. The Board of Examiners shall perform the functions relating to the conduct of the examinations and shall perform such other functions as may be assigned to it by the Academic Council.
- ii. The Controller of Examinations will look after all matters connected with Examination and Evaluation policies i.e. scheduling, conduct of examinations, evaluation and declaration of results.

2.5 Organizational Chart

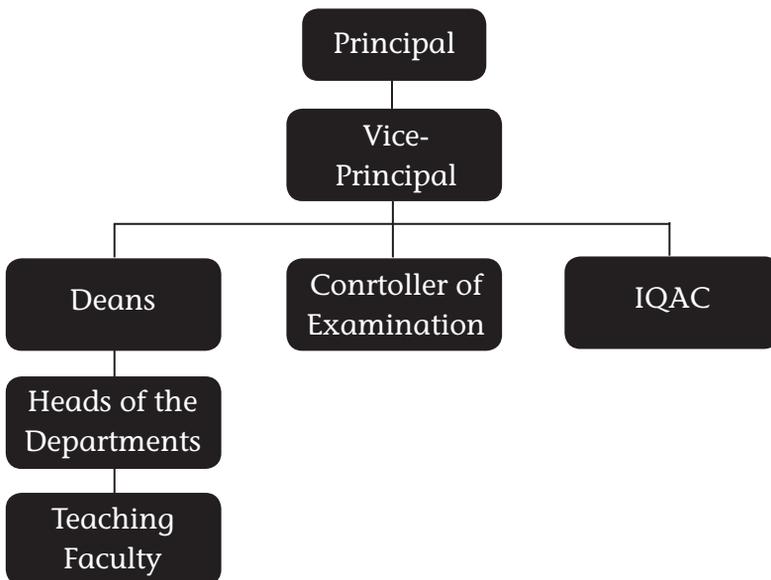
Mount Carmel Educational Society Organization Chart.



Mount Carmel College, Autonomous



Internal Organizational Chart



3. ROLES AND RESPONSIBILITIES

3.1 Principal

Principal, a nominee of the management is the Academic Director and executive authority of the college. As head of the institution the Principal must guide the day to day functioning of the college and also chalk out the strategies towards the wellbeing and growth of the institution.

Leadership

- To provide effective leadership for the College, Staff and students.
- To propose and advise on the continuing development of the College mission in the context of a changing external environment.
- To take a lead in maintaining and building the reputation of the College.
- Inspire outstanding teaching and learning in the College, and the capacity to innovate.
- Consult widely and communicate effectively and meaningfully with staff, students and other stakeholders.
- Establish and develop appropriate management structures and processes.
- Oversee the discipline and work of teaching and non teaching staff.
- Ensure that the College follows best practice in all matters relating to quality.

- To provide a role model for high quality affordable educational system.
- To be governed by the highest standards of ethics and accountability.
- To work towards achieving the country's vision of becoming a knowledge economy.

Partnerships

- Maintain and develop strong relationships with University, regulatory bodies like UGC, NAAC, AICTE, CCK and heads of other institutions.
- Ensure that the College contributes to the well-being of local area through community development programs.
- Develop and strengthen links with the local community and civic leaders.

Quality Enhancement

- Encourage innovative approaches to curriculum delivery in classroom.
- Maintain and further develop quality assurance processes to support improvement at all levels within the College.
- Commit to personal and professional self-development as head of institution.
- Encourage personal and professional development of all staff members.

Resource Management

- As the Chief Financial Officer, the Principal must ensure the College is financially sound on an ongoing basis
- Ensure appropriate use and development of the College premises, facilities and infrastructure

3.2 Vice Principal

Vice Principal of the college is appointed by the Governing Body of MCES in consultation with Principal. The Principal will determine the prime functions of Vice Principal. The overall responsibilities of the Vice Principal are:

- To assist the Principal in the management and administration of the college.
- To oversee the functioning of the Examination Section.
- To coordinate and oversee the admission process.
- To monitor the work of the Student Welfare Officers and Student Union.

3.2 Deans

The Deans are the chief academic officers of the College. Deans report directly to the Principal. Principal in consultation with Management will appoint a member of staff with academic excellence, competency, and potential as the Dean. Being the chief academic officer the Dean will not hold any other post in the college. The Principal and Management have the power and authority to fix the tenure of the Deans.

The overall responsibilities of the Deans are:

- To be responsible for leading the College to promote excellence in teaching, research, and service in a collegial environment.
- To work effectively with the faculty and staff representing the College's departments, academic programs and centers.
- To provide visionary and innovative leadership and supervise the College's strategic planning and development; overseeing teaching, research and outreach activities within the College.
- To develop and promote activities that support a large and diverse faculty, overseeing faculty recruitment and development.
- Take corrective measures to make education system responsive to future needs.

Administration

- To prepare the institutional academic calendar.
- To prepare the time table for the academic year and allotment of classrooms.
- To assign and monitor Holistic Education/Religion classes.
- To supervise the operation of CIA.
- To interact with Heads of Department on a monthly basis for overseeing departmental functions and activities to facilitate academic improvements.

Staff Manual

- To appoint Class Mentors and facilitate their working.
- To conduct biannual meeting of the Student Academic Council
- To maintain the general discipline on college campus among students and staff.
- To ensure regular classes are taken by the staff.
- To bring to the notice of the Principal any grievances from faculty and students and take necessary steps for redressal.
- To conduct exit meet with the staff who resign from service.
- To assist the Principal and be actively involved in the admission process.
- To play a key role in organizing and conducting important academic/cultural/social functions in the college.

Strategic Planning

- To plan expansion of academic programs i.e. introduction of new courses will be subject to the approval of the Committee comprising of the Deans and subject experts prior to BOS meet.
- To work for national and international collaborations in the field of academics.
- To ensure that active research is pursued by the faculty.
- To establish departmental links with external agencies, such as employers of graduates, professional bodies,

research councils and other funding bodies, for the benefit of the departments teaching and research, including the commercialisation of research.

- To provide meaningful community outreach opportunities for students and faculty.
- To work in close collaboration with IQAC to ensure sustenance and enhancement of quality in education.

3.3 Controller of Examination

The Controller of Examinations (COE) is the Chief Functionary of the Examinations of the College. The COE is solely responsible for the Operations and Administrative Activities related to Examinations. COE will be nominated by the Principal in consultation with the Management for a tenure of 2 years. She/he shall discharge the functions under the superintendence, directions and guidance of the Principal.

The major responsibilities of the COE are:

- Planning of Examination related Semester wise Activity Calendar in the beginning of the academic year for Continuous Internal Assessment and End Semester Exam.
- Issue of all type of notification/circular etc. related to examination and preparation of detailed schedule of Examinations.
- Constitute the Board of Examiners for each department.

- To contact the External Examiners and provide necessary inputs (syllabus, blue print and model question paper) for setting the question paper for the end semester exam.
- Providing instructions to the Internal Examiners for paper setting and scheme of valuation.
- Declaration of results within the stipulated time period.
- Scrutiny of question papers by BOE.
- Issue of mark cards to the candidates after publication of result.
- Arrange for revaluation / review of answer scripts.
- Scheduling and organization of Convocation.

3.4 Heads of Department

Heads of department are academic leaders in their disciplines and must work with the Principal and Deans towards realization of the vision and mission of the college. The most competent member of the department with academic excellence and dedication to college will be nominated by the Principal as HOD. The Principal and Management have the power and authority to fix the tenure of HOD.

Leadership

- To provide academic leadership in their discipline.
- To promote the interests and reputation of the department within the college and externally.
- To ensure that the activities of the department support the objectives of the college.

- To lead entrepreneurial activity, developing income-generating activities.
- To initiate extension programs and build linkages with society.

Teaching and Research

- To assure academic quality and standards through compliance with the college's quality assurance procedures.
- To oversee regular conduct of classes by all department members.
- To encourage use of innovative teaching and learning methodology.
- To develop coherent departmental research strategies to deliver high quality research.
- To manage applications for research funding proactively.
- To develop interdisciplinary activities with other departments.
- To provide consultancy services.

People Management

- To oversee the management of staff in the department, ensuring that their performance is monitored and that staff have opportunities for development and training.
- To allocate teaching and administrative duties appropriately among the department members.
- To oversee the recruitment, probation and mentoring of new staff in the department.

- To conduct regular departmental meetings.
- To coordinate and work with the COE and Deans.
- To address the grievances of the students in consultation with the Deans and Principal.

Resource Management

- To oversee stock verification and to maintain proper records of purchase of equipments, consumables etc by calling for a minimum of 3 quotations.

Planning

- To call for BOS meeting twice in a year and monitor upgrading of existing syllabi and introducing new papers.
- To conduct and document Board of Examiners proceedings.
- To plan and conduct seminars, workshops, intercollegiate festivals with active involvement of staff and students.

3.5 Teaching Faculty

- The teaching faculty must work towards the vision and mission of the institution by discharging their duties and responsibilities diligently. The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. Non-adherence or non-compliance to the rules, regulations responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.

Academic

- To conduct the assigned classes as per schedule.
- To be on time to class and not dismiss the class before the scheduled time or cancel classes without informing the Head of Department.
- To maintain the record of lesson plans and other relevant documents of the courses handled by them.
- To implement a curriculum that caters to changing demands outside the classroom.
- To participate in professional development opportunities/ activities and apply the concepts through academic activities such as class room delivery and also in practical sessions.
- To adopt appropriate methodologies with respect to teaching and to use innovative methods of teaching.
- To arrange for guest lectures, field visits and seminars for the benefit of the student community.
- To pay special attention to students who are academically weak.
- To design curriculum and syllabi as per UGC norms and college objectives under the guidance/leadership of the Head of the Department.
- To systematically conduct the CIA and maintain proper record of the same.
- To assist the HOD in organizing the Board of Studies meet and be a creative participant in the BOS meetings.

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- To set question papers as and when requested by the HOD and maintain confidentiality with respect to the same.
- To be a member of Board of Examiners, if nominated and discharge the duties with utmost sincerity.
- To complete the valuation of the End semester examination within the specified time schedule.

General

- The faculty members must be punctual with regard to all entrusted duties.
- She/ He shall stay within the campus during the working hours of the College.
- She/He shall discharge the responsibilities assigned in teaching/research/consultancy and administration diligently in an honest and un-biased manner and with total commitment.
- The faculty members are expected to conduct themselves in a professional and co-operative manner.
- Take precautions to protect equipment, materials and facilities of the college.
- Attend and participate in the meetings, activities called/ assigned by the HOD, Dean(s), COE, Vice Principal and Principal.
- To take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties.

- To assist and support the HOD in all matters pertaining to administration within the Department.
- To work towards the growth of the Department.
- To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- She/He shall not engage/take private tuitions nor undertake consultancy activity without the permission of the Principal.
- She/He shall wear decent and formal dress at all times.
- To provide holistic education to varied student population.
- To give importance to online methods of teaching and learning.

3.5 Mentors

- To guide and assist the student's development every class will be assigned a Mentor, who is appointed by the Principal on the recommendation of the Dean.
- The mentor should serve as a friend, philosopher and guide to the students.
- As a mentor, the faculty shall advise/counsel the student on all academic matters.
- The mentor must meet the assigned students at least once in every fortnight and shall report to the Dean/Principal about those students who avoid meeting the Mentor.

- The Mentor must understand student problems and counsel as per individual concerns.
- Ensure that the academic progression of a student is continuously monitored and assessed
- Keep the parents apprised about the academic progress and general behavior of their wards by conducting the Mentor-Parent meet twice in a semester.
- Ensure maintenance of mentor diary accurately, completely, and appropriately. The mentor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification.

3.6 Part Time & Guest Faculty

Departments can employ Guest/Part time if curriculum specifics demand, or to overcome emergencies. Guest faculty/Part time need must be put forward and approved by the concerned Dean. On approval by the Principal, the HR Department must be informed so that the Service Record is maintained. Part Time and Guest faculty must ensure that duties allotted to them i.e. attendance entry and evaluation is completed on time. Part Time service will not be considered for seniority determination in a Department.

3.7 Custodians

The custodians appointed for an academic year by the Principal in consultation with COE are responsible for the smooth conduct of examination, valuation and tabulation. They will work under the guidance of COE.

3.8 Coordinators

The Coordinators of various committees/cells will be nominated by the Principal. The coordinator must discharge the role assigned to them with complete sincerity and dedication. The coordinator must work along with the team assigned and take the initiatives to enhance the overall effectiveness and smooth functioning of the committee.

Regular meetings of the committee must be conducted and documentation of the meetings has to be maintained by the Coordinator. At the end of the year an annual report of the committee or cell must be submitted to Principal.

3.10 Student Welfare Officers

The Principal will nominate members of the teaching faculty as members of Student Welfare Team. The team will be headed by the Welfare Officer, who will be assisted by a group of Assistant Welfare Officers.

- The Student Welfare Officers are the link between the Student Government and Principal.
- The Welfare Team will guide and monitor all activities of the Student Government.
- The Welfare Team is responsible for organizing the following student and college events: Orientation, Investiture, Election of Class Representatives, Election of Student Government, Independence Day, Republic Day, Fresher's Day, Cul-Week, Cul-Ah, Parents' Day, Valedictory and Graduation Day.

- The Student Welfare Officer will be a member of the Student Academic Council.
- The Welfare Team will represent any student grievances to the appropriate authority.

3.11 Vice President of Associations

- To provide for holistic education of the students the college has over 30 associations/clubs. The ex-officio President of these Associations is the Principal. Principal will nominate a staff member as Vice President of the Association.
- The Vice President and office bearers of the association will jointly plan their associations' meeting and activities for the year at the beginning of the academic year.
- All activities conducted by the Association during intra and inter collegiate events must be under the guidance of the Vice President.
- The Vice President is responsible for the submission of the Annual Report for the Valedictory event.
- The Vice President has to work in close co-ordination with the Student Welfare Officer.

3.12 Librarian

The Librarian shall report directly to the Principal and provide adequate librarian and research services. Librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind. Duties include:

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- Develop and manage cost-effective library and information services, technology and media.
- Liaising with departmental academic staff, external organisations and suppliers. (Refer section on Procurement of learning resources of Library Manual).
- Managing budgets and resources.
- Management and guiding of staff, including training and/or supervisory duties.
- Promoting the library's resources to users.
- Providing adequate services; will ensure that materials are current and accessible, and available to library users when required.
- Selecting, developing, cataloguing and classifying library resources.
- Ensuring that library services meet the needs of particular groups of users (e.g. staff, postgraduate students, disabled students).
- Answering readers' enquiries and being available to library users by presence on library floor.
- Assisting readers to use computer equipment, conduct literature searches etc.
- Maintain files of library records and correspondence.
- Ensure an accurate inventory of resources.
- Bi monthly reporting (Refer section on Library Advisory Committee of Library Manual).

- Report of annual stock checking to be given to the Principal and Library Advisory Committee.
- Perform other related duties.

3.13 Office Staff

The office staff will function under the guidance and directives of the Principal. The office will be responsible for the following:

- Admission process will be handled by the office under the direction of the Principal.
- Fee collection.
- Maintenance of all the Accounts – Admission, Exam, Management, UGC and others.
- Maintenance of Salary Records of aided and management teaching and non teaching staff.
- Maintenance and processing of pension papers of Aided Staff.
- Attendance record of teaching and non teaching staff is maintained by the Office.
- Management of Student Scholarships.
- Infrastructure Maintenance.
- Inventory Management.

3.14 Technical Staff

The technical staff of the college is responsible for maintenance of electrical equipments in the auditoriums and is in charge of the IT for the entire institution.

3.15 Support Staff

The Support Staff forms the backbone of the institution. They will work under the guidance of the Office Supervisor.

- Support staff assigned to laboratories must ensure that the equipments and materials in the lab are well maintained.
- Support staff assigned for following work- campus cleanliness, class room maintenance, office maintenance must perform their duties sincerely.
- Support staff must render service as instructed by the Controller of Examination during the examinations, with the prior consent of the concerned Heads of Departments.

3.16 Student Union

The Student Union is the representative body of the students of the college. The Student Union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the overall development of students during their college life. The union is an integral part of the educational mission of the college. The objective of having a Student Union is to educate students in leadership, social responsibility, and values.

The Union is an elected representative body. Students with good academic record and caliber will be eligible to stand for the Student Union elections which will be conducted by the Student Welfare Officers. Principal has the discretion

to reject nomination and even expel any of the members of the Union in case of dereliction of duties.

Composition

- President – Final year student.
- Vice President – Final year student.
- Cultural Secretary – Final year student.
- Assistant Cultural Secretary – Final year student.
- Treasurer – Second Year student.
- General Secretary – Second Year student.
- The union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs.
- The Union is responsible for conducting the intra college and inter collegiate events under the guidance of the Student Welfare officers.
- Any grievance from the student community has to be communicated to the Principal through the office of the Student Welfare Officer.

3.17 Class Prefects

At the beginning of the academic year every class will elect their class prefect. A student is eligible for the post of prefect only if she has the right credentials i.e. bright academic record, good rapport with the rest of the class and ability to liaison with teachers and students.

- Class prefect will be the vital link between the students and faculty, students and class mentor.

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- Class prefect has to maintain class discipline.
- Class prefect will bring to the notice of the mentor/faculty any student grievance.
- Class prefect must work along with the Student Union.
- Class prefect must inform the HOD when classes are not taken.

4. SERVICE RULES AND REGULATIONS

4.1 Service Records and Terms

Records of Service

- A Service book for keeping the record of service of staff shall be maintained by Human Resources (HR) Department with respect to each employee of the College.
- All activities of an employee in her/his official position shall be recorded in this service book, and each entry must be attested by the Head of Department for the teaching faculty / HR Administrator for the non teaching faculty.
- The HR Administrator shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

Service Rules for the Teaching Staff

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the Management of Mount Carmel College.
- Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers, under whom he/she shall, from time to time, be placed.

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- The staff members are expected to come to the college at least 10 minutes before the commencement of classes and should be present on the campus for eight hours of work every day.
- The work load of all the staff shall be fixed by the management.
- The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least 16 hours per week. For the above stipulations, two laboratory hours will be counted as one teaching hour.
- Teachers must be punctual to their classes and shall not dismiss any class without informing the HOD/Dean.
- Faculty Members are expected to update their knowledge by attending seminars / workshops / conference after obtaining necessary permission from the Principal.
- Faculty Members should attempt to publish text books and research papers in reputed International / National Journals / Conferences.
- Every member of the staff shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal.
- Staff members can engage in consultancy only with the permission of the Principal.

- No tenure/permanent member of the Staff shall apply for an appointment elsewhere except through the Principal.
- All staff members have to be dressed in a manner befitting his/ her profession. Female staff members have to wear sari on all working days.

Termination of service

- A member of the staff shall have his / her service terminated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during
- probationary period. In case of permanent service three months notice or three months salary must be given.
- The Principal and Management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
 - a. Serious misconduct and willful negligence of duty;
 - b. Gross insubordination;
 - c. Insufficient workload;
 - d. Participation in any criminal offence involving moral turpitude
- In such termination cases, notice period rule will not be applicable and the staff member will not be eligible for any terminal benefit.

Recruitment and Retirement

Screening

- Recruitment will normally be done once in a year during March/ April.
- Based on student strength / resignations or terminations of staff members, Head of Department will have to inform the Deans, who in turn will seek the approval of Principal.
- Vacancies are to be advertised in leading newspapers and college website.
- Screening of applications is done by the respective screening committee comprising of the concerned Academic Dean, Head of Department and senior members of the Department.
- Screening Committee must shortlist candidates on the basis of the Eligibility Norms specified by UGC – 55% and above marks in the qualifying exam, NET or its equivalent, PhD, teaching and industry experience.
- Short listed candidates are informed through call letters and over telephones by HR Department.
- At times, Walk-in interviews are also conducted for immediate postings.

Interview

- Interview Committee consists of Principal, President of CSST or her representative, Local Manager, Vice Principal, respective Academic Dean, respective Head of the department and subject expert.

- Shortlisted candidates will have a demo class.
- Head of Department in consultation with Dean of Faculty and
- Principal will make the final selection.

Pay fixation

- The pay scale and dearness allowances for the staff shall be prescribed by the Carmelite Sisters of St. Teresa (CSST) keeping in mind the norms of the Karnataka Government/ AICTE as far as possible.
- The probationary staff will be paid a consolidated salary during the period of probation as per their qualification.
- The probationary staff is not eligible for holiday pay in the first year of service.
- The permanent staff will be placed on pay scale bands as decided by the HR department in consultation with the Principal and Management.
- The permanent/tenure staff shall be entitled to annual increments based on feedback from Dean, Head of Department, other members of the Department and Student Appraisal. The increment shall be applicable on a yearly basis. The Management reserves its right to withhold the increment, if it is not satisfied with the performance of the tenure staff for any valid reason. The Management may award more than one increment and other incentives if the performance of the tenure staff is found to be outstanding.

- The payment for Part Time/ Guest Faculty will be fixed by the HR Department as per Principal's directives.

Retirement and Re-employment

- The retirement age for the staff as fixed by the Management is 60 years.
- The Management in exceptional cases of high performers among retired staff may offer re-employment for a period of 2 years only and such staff will hold only non-academic posts and draw a consolidated pay. Re-employed staff has to sign a contract agreeing to abide with management rules and regulations. The Management has the complete authority to cancel the contract at any time.

Leave Rules

General Leave Rules

- Leave shall not be claimed as a matter of right.
- A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.
- Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- In case of absence on Medical grounds, intimation must be given to the Principal/Designated Authority well in advance and a Medical Certificate should be produced at the time of joining after leave.

- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work.

Casual Leave

- All employees are eligible for 15 days of casual leave per year
- In the probation period staff members are allowed to take 1 CL per month
- At a time not more than 4 days including holidays shall be granted. Extended CL of 6 days can be availed in case of exigencies only at the discretion of the Management
- Carryover of lapsed CL is not permissible.
- Permanent Staff can avail of a maximum of 2 restricted holidays (RH) as announced by Government with prior approval. RH leave will be granted only to those who are likely to celebrate the important festivals
- Special Casual Leave of 10 days only with pay for marriage of a permanent Staff member will be granted on prior approval by Principal. Any additional SCL will be on loss of pay.

Vacation Leave (VL) for teaching staff

- The teaching staff is eligible for vacation leave at the end of the semester. The maximum duration and number of days shall be decided by the Principal.
- A staff member becomes eligible for VL only after the probationary period is complete.

- The Staff members have to report to work even during vacation leave, as and when the Management/Principal requests them to do so.

Leave without Allowance

- Any leave more than the permitted 15 days CL will be deemed as Leave without Allowance (LWA).
- If the quantum of LWA is more than 10 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal shall be final in such cases.
- Absence without permission and without making alternative arrangement for class or abstaining from other important duties will also be treated as LWA.

Maternity Leave

- A permanent woman employee of the institution, who has completed 2 years service including two years probation period, is eligible for Maternity Leave (ML) for a maximum of 180 days with full pay allowance.
- The Management will pay the substitute a monthly salary as determined by the Human Resource Department in consultation with the Principal.
- Additional leave over and above the sanctioned 180 days will be treated as break in service.
- During probation, staff is not eligible for ML.
- The decision of the Principal will be final in sanctioning ML.

Medical Leave

- In case of hospitalization due to sickness or accident, medical leave of 15 days can be availed with full pay. Medical certificates will have to be submitted to the HR department.
- When the medical leave needs to be extended beyond 15 days, staff will be given half pay sick leave for another 15 days. Beyond one month, medical leave availed will be LWA.

On Official Duty Leave

- OOD Leave will be granted for paper presentation at Seminars/ Workshops/Conferences.
- OOD is also granted to staff working as a representative on any committee of Government Departments, UGC, and Board of Studies of other institutions.
- For availing OOD, all relevant documents must be submitted to the HR Department 3 days in advance with approval of the HOD.
- Principal is the final authority for granting OOD.

4.4 Conduct

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing, which is unbecoming of an employee of an educational institution.
- Every employee shall abide by and comply with the rules and regulations of the college and follow all orders and directions of his/her superior authorities.

- Every employee shall extend utmost courtesy and attention to all colleagues and students.
- Every employee shall endeavor to promote the interests of the College and shall not act in any manner prejudicial thereto.
- Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature.

4.5 Performance Appraisal

- Performance Appraisal will be a 360 degree evaluation comprising of Student Evaluation, Peer Evaluation, Faculty Appraisal in the case of Deans and HOD and Self Evaluation.
- The Appraisal will be conducted through IQAC but complete confidentiality is ensured as only Principal will have access to the data.
- In case of faculty with poor Appraisal scores, Principal and
- HOD will discuss it individually with the concerned faculty.
- Management reserves the right to take action in case of continuous low scores on Performance Appraisal.

4.6 Grievance Redressal Mechanism

- The staff members of the College are welcome to submit their appeals or grievances if any to the Staff

Staff Manual

Grievance Redressal Committee personally or through mail.

- The Committee must maintain complete secrecy with respect to the grievance filed and also maintain record of grievances filed and action taken.
- Staff members as a last resort can appeal to the Principal for review and redress.

5. DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

5.1 General

- The Faculty Member are expected to come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the existing set of rules and regulations of the Institution.
- The work load of all staff members shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - (i) Dean – 12 hours / week.
 - (ii) Associate Professor/ Assistant Professor – 16 hours/ week.
- For the above stipulations, two laboratory hours will be counted as one teaching hour.
- The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.

- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Faculty members should associate himself/herself actively with such extra-curricular activities which is assigned to him/ her from time to time.
- Groupism of any kind to be strictly avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.
- Seniority of service will be based only on the number of full time service years. Part time service will not be considered for seniority.

5.2 Department

- The Faculty Member should always keep the HOD updated about his/her professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's specializations.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.

- Every Faculty Member should strictly maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should show no partiality to any segment / individual student.
- The Faculty designated as Class Mentor must update the student's personal file regularly.

5.3 Classroom Teaching

- Once the paper/module is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- The Faculty Member should get the lesson plan and course file – approved by HOD and Dean. The course file consists of preface, notes, hand outs, PPT presentations, sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), feedback analysis report etc.,
- The Faculty Member's Work Diary must be regularly updated and put up for inspection by HOD/Dean as the case may be.

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- The Faculty Member should not dictate the notes in the class.
- The Faculty Member should go to class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should engage the full 60 minutes and must not leave the class early.
- Faculty members must use teaching aids like PPT presentations, case studies, group discussions, role play as teaching aids.
- The Faculty Member should encourage interactive classroom atmosphere and let students ask doubts / questions.
- The Faculty Member should get regular feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of academically weak students and pay special attention to their needs in special classes.
- The Faculty member is expected to take remedial classes for weak students.
- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- The Faculty Member should make himself/ herself available for doubt clearance.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

5.4 Laboratory

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations/records must be corrected then and there or at least by next class.

5.5 Test / Exam

- While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- During invigilation, the Faculty Member should be vigilant.
- Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Exam Controller.
- The CIA papers must be corrected within 10 days from the date of examination and marks submitted to the Exam Centre.
- Faculty members must complete the term end valuation work assigned by HOD within the stipulated time period.
- The faculty members should be very fair and impartial in awarding of internal marks to students.

5.6 Student – Faculty Rapport

- The Faculty Member should ensure discipline in the class and develop a good rapport with students.
- Faculty Member should take attendance in the beginning of the class. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class Mentor.
- The Faculty Member should act with tact and deal with insubordination by students maturely.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

Mount Carmel College, Autonomous, Bangalore is owned and managed by Mount Carmel Educational Society, a unit of the Carmelite Sisters of St. Teresa (CSST).

The Faculty, teaching and non teaching shall adhere to the Rule/Regulations/Responsibilities at all times. The rules, regulations and responsibilities are only indicative and not exhaustive. Non-adherence or non-compliant to the rules, regulations and responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.



