

RAMSHOBHA COLLEGE OF EDUCATION

(Recognised by NCTE, New Delhi & Affiliated to V.B.U, Hazaribagh/JAC, Ranchi, Jharkhand)
At-Bankhetta, NH-33, P.O.-Chuttupalu, P.S.-Ramgarh, Dist-Ramgarh, Jharkhand, Pin -835219
E-mail ID: ramshobha.education@gmail.com Mobile no. 7763810001

1. SERVICE RULES

These Service Rules are applicable to all employees of Ramshobha College of Education, academic, administrative and maintenance. Employees of the College are bound also by all other relevant rules, regulations and procedures in force at the time of their appointment and as may be modified from time to time thereafter.

2. APPLICABILITY

If any provision in the General administration Rules of Ramshobha College of Education, repugnant to any other provisions applicable to any particular categories of employees the provisions of this rules will prevail.

3. CATEGORIES OF EMPLOYEES

3.1. TEACHING

- a. Principal
- b. Vice Principal
- c. IQAC Coordinator
- d. Dean
- e. Head of the Department
- f. Professor
- g. Associate Professor
- h. Assistant Professor
- i. Physical Education Teacher
- j. Librarian

3.2. NON - TEACHING (ACADEMIC)

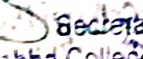
- a. Placement officer
- b. Skilled / Lab Assistant
- c. ICT / IT Operator
- d. Receptionist

3.3. ADMINISTRATION

- a. Chairman
- b. Secretary
- c. Director
- d. Purchase Officer
- e. Technical Officer
- f. Accountant
- g. Office Assistant
- h. Store Keeper
- i. Computer Operator


Chairman

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Ramgarh, Jharkhand


Secretary
Ramshobha College of Education
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4. CLASSIFICATION OF EMPLOYEES

Employees shall be classified as:

- a. Permanent
- b. Probationary
- c. Temporary
- d. Contract
- e. Part-time
- f. Casual / Daily wages

4.1. PERMANENT

- a. Permanent employee is one who is appointed on a permanent basis against a regular vacancy with an appointment order issued by the Competent Authority.
- b. On the satisfactory completion of the period of probation, regularization order shall be issued by the Correspondent to the employee.
- c. Being a Self-financed institution, all appointments will be subjected to the following conditions.
The management has discretionary powers to terminate any appointment because of

- i. Cessation of the post/ programme.
- ii. Lack of sufficient number of students for the particular course.
- iii. Change of curriculum/ syllabus or any other unforeseen circumstances.

In the case of change of curriculum/syllabus, in deserving circumstances guidelines given by the Governing Council time to time will be implemented.

4.2. 'PROBATIONARY' is one who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof.


4.3. 'TEMPORARY' employee is one who is appointed for a fixed or specified period of time:

- a. in work which is essentially of a temporary nature, or
- b. to fill temporarily in a regular post, or
- c. to cope up with a temporary increase in work, or
- d. For any other reason.

A temporary employee shall be entitled only to the benefits as specified in the terms of employments.

4.4. 'CONTRACT' employee is one who is employed on contract for a stipulated period of time or for a specific work, on the lapse of which employment automatically ceases. A contract employee shall be entitled only to the benefits as specified, in writing, in the terms of contract.


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
- 4.5. **'PART-TIME'** employee is one who is employed to do work for less than the normal period of working hours. He shall be entitled to benefits only as specified, in writing, in the letter of appointment.
- 4.6. **'CASUAL/DAILY WAGES' (NMR):** employee is one who is employed on a day-by-day basis for the work of an occasional or casual nature. A casual employee shall not be entitled to benefits provided to other classes of employees.

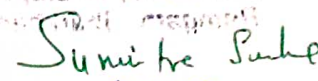
5. RECRUITMENT

All the recruitments will be done through interview / Academics Records as per NCTE / University norms and the selection procedures of the management.

6. EMPLOYMENT

- 6.1. Only a person who has received a letter of appointment duly signed by the Competent Authority and joined duty thereof shall be deemed to be an employee of the college.
- 6.2. The appointee shall produce her/his original certificates and one set of attested copies thereof at the time of joining duty and those documents should be made available as and when required for scrutiny.
- 6.3. Unless, in any particular case, it be otherwise distinctly provided, the employee's time is entirely at the disposal of the College and she/he may be employed in any manner required by the Competent Authority, without claim for additional remuneration.
- 6.4. Generally, before a person is considered for regular employment, unless otherwise specified in the appointment order, s/he is required to be on probation for a period of two years within a continuous period of three years from the date of joining duty as a probationer.
- 6.5. If during the period of probation, the employee's performance of the duties assigned to him/her has been found to be satisfactory his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority.
- 6.6. During the period of probation or extended period of probation or at the end of probation, the services of a probationer can be dispensed with at any time without assigning any reason. No appeal shall lie against such termination.
- 6.7. No employee is entitled to be treated as a regular employee by reason alone of his/her having completed the probationary period until the confirmation order is issued in writing by the Competent Authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharged from service.


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6.8. A regular employee appointed in a different post or promoted to a higher post shall be on probation for a period of one year with in a period of two years. Unsatisfactory completion of the probation period entails reversion to the earlier post.

6.9. No employee can claim promotion as a matter of right. When a higher post falls vacant and the competent authority decides to fill the post with the approval of Governing Council, the competent authority is free to consider all eligible candidates who apply for it. The promotion of an employee from a lower post to a higher post will be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service and the individual's suitability for the job.

6.10. An Employee may resign his appointment by giving a notice not less than three months in writing to the appointing authority. The period of three month notice shall be reckoned from the date of receipt of such notice by Appointing Authority.

6.11. After due consideration of appraisal report the employee may be considered for promotion / stagnation / termination by the management / competent authority.

6.12. Inter departmental transfers of employees may be made by the Competent Authority in the interest of the institution and employees are bound to comply with orders in this behalf.

6.13. Each employee must submit the appraisal report by ending of Academic year.

7. SERVICE REGISTER AND SENIORITY


7.1. It shall be the duty of every employee to furnish, in writing, his/her correct and complete bio data in the prescribed form to the Competent Authority for the purpose of opening Service Register, and thereafter promptly to notify, in writing, any subsequent changes in the details furnished. Any suppression/ distortion of material facts is sufficient enough for termination.

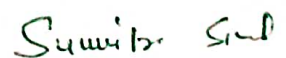
7.2. The management of college maintains staff personal details / service records.

8. RECORD OF AGE PROOF

The date of birth of an employee, as furnished by her/his at the time of joining duty, should be supported by her/his School Leaving Certificate.

The age of the employee verified as above and accepted and recorded in the service register by the college and approved by the competent authority shall be conclusive proof of the age of the employee for all questions concerning her/his employment including retirement, and no corrections will be carried out in the service register even when the age is corrected in the School Leaving Certificate.


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9. CHANGE OF ADDRESS

Whenever any change occurs in the residential address of an employee she/he must immediately intimate such changes to the Competent Authority in writing which shall be recorded in the registers maintained in the administrative office of the College.

10. LEAVING THE HEADQUARTERS

No employee shall, ordinarily, while on leave or under suspension or on holidays, leave the headquarters without prior permission of her/his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, she/he should communicate to the Correspondent/ authorities the out-station address/contact number at which she/he may be contacted if necessary.

11. CODE OF CONDUCT AND DISCIPLINE IN GENERAL:

11.1. Unless it is explicitly stated, the staff employed in the College shall be at the disposal of the College during all the working hours and s/he shall serve it in such capacity and at such places as s/he may from time to time be directed.

11.2. Every member of the staff of the College shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to her/him by any person or persons under whose jurisdiction, superintendence or control s/he may be placed from time to time.

11.3. The members of the staff of the College shall furnish either at the time of appointment or when asked for, an undertaking agreeing to abide by the rules and regulations in force and the other conditions which the management may prescribe or modify as the case may be.

11.4. Each member of the staff is expected to know the Vision, Mission, Values and Quality Policy of the institution and work constantly for their realization. They are also expected to be in the know of all the guidelines of NCTE / University and all concerned agencies and laws concerned with running a minority higher education institution.

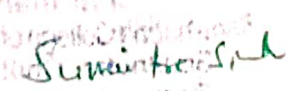
12. CODE OF CONDUCT AND DISCIPLINE IN PARTICULAR:

12.1. Each member of the staff should possess outstanding qualities so as to mould students into excellent persons and each staff shall be a role model to them.

12.2. They shall discharge their duties efficiently and diligently so that the student community may be given a high quality of training in keeping with the Vision, Mission, Values, Motto and Quality policy of the College.

12.3. They shall not absent themselves from their duties except when very necessary and with prior permission.


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12.4. Every staff member shall be found in his/ her specified working place. Leaving the place is allowed only with prior permission and after recording the same in the movement register.

12.5. Every member shall conform in letter and spirit to the rules and regulations of the College as regards to their job description and prescriptions.

12.6. Every member shall perform all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.

12.7. No member of the staff shall be engaged in gambling or betting either in the College premises or in any public place.

12.8. Substance abuse is strictly prohibited in the college premises. No member of the staff shall be found in a state of drunkenness nor shall s/he consume any alcoholic beverage or any kind of intoxicants in the College premises.


12.9. No member of the staff shall be, for any reason, found guilty of giving or taking bribe or gifts or any illegal gratification from the students or their parents or guardians or from other employees or from any other agencies.

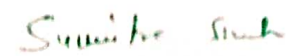
12.10. No member of the staff shall indulge in harassment of any type, misbehaviour or victimize or show partiality to any of the staff or students of the College. All the staff are expected to avoid strictly all discriminations based on caste, creed, status, and keep themselves away from all kinds of gender bias.

12.11. No member of the staff shall be involved either directly or indirectly in any criminal activities.

12.12. If any member of the staff is subjected to any criminal proceedings, the Correspondent shall be apprised of it.

12.13. If any member of the staff is arrested on any charge and detained in custody for more than 24 hours, s/he shall be deemed to be under suspension from the date of arrest. When released or on bail the member should convince the management of his/her bona-fides to be reinstated.


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12.14. Any member, convicted in a court of law on criminal charges, shall have his/her services terminated.

12.15. No staff member shall bring or attempt to exert any political or social pressure or other influences on his/her superior authority in respect of his/her service interests.

12.16. No member of the staff shall be a member of any political party and neither shall s/he contest any political election. No member of the staff shall get involved in any political activity within the College campus.

12.17. No member of the staff shall engage directly or indirectly in any activity for financial gain or trade or business, like running tutorial or coaching classes, technical courses, small businesses, driving schools or private consultancies or any work of remunerative nature.

12.18. The members of the staff shall have only a decent, mature professional relationship among themselves and with the students keeping an emotional distance and in no way involve in any harassment in word or deed.

12.19. Works of honorary nature like doing research, writing books or undertaking work of an academic nature including guiding PhD students are encouraged, provided they are done without prejudice to the work in the College with proper permission from the Correspondent.

12.20. No member of the staff may apply for employment elsewhere without the prior permission of the employer.

12.21. No member of the staff shall engage himself/herself in mass signature campaign.

12.22. No member of the staff shall mobilise the staff for any demonstration, mass representation or protest against the management.

12.23. No member of the staff shall engage himself/herself in any protest against the management like slow down work, mass casual leave, pen down strike or any other interruption or discontinuance of work.

12.24. The members of the staff shall not participate in any of the strike or demonstration which is prejudicial to the interests of the College.

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Sunil K. Singh
Secretary
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12.25. No member of the staff shall indulge in destructive criticism of the policies of the management either in speech or in writing neither shall s/he associate herself /himself with those who are engaged in similar destructive activities nor shall s/he ventilate any grievance through the press, leaflets, hand bills, electronic or digital social media, etc.

12.26. No member of the staff shall damage or attempt to cause damage to the property of the College and bring loss to it.

12.27. No member of the staff shall disobey the orders of the management or superiors; neither shall s/he refuse to accept any communication from the management.

12.28. No one shall knowingly make any false statements in any document pertaining to her /his employment in the College. Neither shall anyone of the staff try to access or copy or give or take or possess any document belonging to the college he/she is not authorized to possess.

12.29. No representation of grievances is to be made to the management except through proper channel.

12.30. No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV or post in any social media or private or social network or blogs, on a topic related to the College/ management without prior sanction from the Correspondent.

12.31. No member of the staff shall make use of or give access to others, any matter of confidential nature which s/he has acquired as an employee in the College for any purpose.

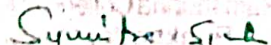
12.32. Every member of the staff shall hold the development and success of the College very dear to him/her and shall come forward with suggestions and proposals for its growth. S/he shall generously give her /his best so that the College will ever fulfill the mission the management has envisaged for it.

12.33. Every member of the staff shall take keen interest in the continuous enrichment of her/his profession through studies and research throughout the career.

12.34. Members of the staff are expected to participate in knowledge building activities and enrich their field of knowledge by sharing the artifacts, engaging themselves in scientific dialogue and collaborating in research with their professional peers at the local, national and international levels through avenues like professional meetings, seminars, workshops, conferences etc.


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12.35. Members of the staff shall respect the rights and dignity of all the students and deal with them impartially regardless of their religion, caste, socio-economic status, physical abilities and gender. They shall respect and show keen interest to listen to the opinions and views expressed by the students for their benefit and benefit of the institution.

12.36. Each of the staff, with their limits, shall spend time to encourage, mentor and counsel the students who are in need of guidance for the quality improvement of their education and career without expectation of any remuneration or compensation.

12.37. The members of the staff shall speak respectfully of other staff and render assistance for mutual professional betterment and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

12.38. The members of the staff shall give due respect to the parents and guardians of the students, convey any information with regard to their wards politely during the parent-teachers interaction meetings or through other means whenever it is needed.

12.39. The members of the staff shall recognize and remember that education is a public service and uphold their responsibilities to the public.

12.40. The members of the staff shall be interested in the emancipation of the society, be aware of the prevailing social issues and involve in such activities professionally as to provide valuable and timely solutions for the same without prejudice to their duties in the institution with the permission and guidance of the authorities of the institution.

12.41. Achievements and drawbacks on the part of the teaching and other staff will be recorded at the end of every year which will be considered for the career development of the staff within the college.

13. DUTIES AND RESPONSIBILITIES

13.1. PRINCIPAL

The Principal is the one who is fully responsible for the academic performance of the College under the guidance, direction and control of the Correspondent. "Academic" means institutional, governmental and public requirements for education, including the requirements of the relevant accrediting agencies.

S/he will lead the personnel of the college for the quality development of the institution in the fields of Academic, Research and Discipline. S/he is responsible to create an ambience conducive for the best performance of the staff and the students and to develop best practices that

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sustain high standards and social responsibility and thus lead the college towards the realization of its vision, mission, and quality policy abiding by the salient values of the college.

13.1.1. S/he shall be familiar and have thorough knowledge of all the rules, regulations, norms, guidelines and directions of NCTE / University, Government of Jharkhand / Government of India, Accreditation Agencies and related agencies and the demands of the law that apply to the establishment and running of a minority institution of higher education and all the clauses of the Manual of General Administration of the College.

13.1.2. S/he will cooperate with the Correspondent to steer the institution towards the fulfillment of its vision, mission, and quality policy with his academic leadership in accordance with the rules of the Central and State Governments and their relevant agencies, Affiliating University, and principles of different accrediting agencies and the directions by the Governing Council time to time.

13.1.3. S/he is responsible for following the government rules with regard to admission, syllabus, number of working days, examination and the results etc. Along with this, he/she is duty bound to reach the academic objectives of the college, i.e. the standards the management sets as regards to the quality education to be imparted in the College. In these matters it is the full responsibility of the Principal to creatively plan and devise ways and means to achieve this target. This is his/her domain. This includes the curricular, co-curricular and extra-curricular activities.


13.1.4. S/he will correspond with all academic bodies of the Government in consultation with the Correspondent.

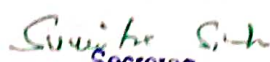
13.1.5. Before every academic year s/he will initiate a process in the College and set academic targets in the light of the vision and mission and values of the college and the academic objectives set by the management, and accordingly plan academic activities. Academic targets include yearly inspirational theme, new campus policies to be followed, targeted results, research projects, publications, conferences etc., and based on these, the programmes and activities for the academic year will be finalized.

13.1.6. Any alteration/deviation from what is given in the handbook as regards College timings, working days and holidays should be made only with the consent of the Correspondent.

13.1.7. The quality standards set by the college, namely transparent benchmarks, periodical monitoring system, and feedback system, for the evaluation of different activities of the college, will be clearly communicated by the principal to all and be diligently executed.

13.1.8. S/he has to ensure that each staff carries out her/his responsibilities effectively and strict discipline is maintained as regards the class work, examinations, coaching for weak students,


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13.1.8. S/he has to ensure that each staff carries out her/his responsibilities effectively and strict discipline is maintained as regards the class work, examinations, coaching for weak students, student counseling, periodic tests, school visits, association activities etc. S/he briefs the Correspondent about the progress of the staff on a regular basis and brings the indiscipline among the staff to his notice, if any.

13.1.9. S/he will initiate steps to analyze the results of the internal tests and university examinations and will take appropriate measures to improve the results.

13.1.10. S/he will assist the Correspondent to develop an effective, valid and reliable staff assessment tool and feedback system and effectively conduct the assessment involving all the stakeholders, getting assistance and cooperation from the IQAC.

13.1.11. S/he will make arrangements to summarize the results of the feedback, and assist the Correspondent in the analysis of the feedback and to communicate fruits of the feedback to each staff, and will ensure the improvement of the staff with proper follow up and guidance.

13.1.12. The Principal is expected to represent the management and its vision and mind to the staff and to motivate and lead them, being at the forefront, to be faithful to their duties and to the institution. He/she will regularly report the Correspondent of the improvement of the staff and assist him/her in awarding incentives and initiating disciplinary procedures.

13.1.13. Student discipline is her/his responsibility. However, the Correspondent shall be kept informed of all major acts of indiscipline. When steps are initiated to award major punishments the consent of the Correspondent should be obtained at every stage.

13.1.14. S/he will make sure that all the members of the faculty submits her/his appraisal report / personal / service information.

13.1.15. S/he is responsible to assess the staff requirements of the college and give proposals to the management for the appointment of adequate and qualified staff and make best use of the appointed staff by allotting proper duties to them and to ensure that the staff gets sufficient inservice training. S/he is responsible to encourage the professional development of the staff qualitatively, both in teaching and research.

13.1.16. It is her /his responsibility to maintain a high morale and discipline among the staff through appropriate motivation programmes, reinforcements and fair treatment of all. He/she should ensure that a culture of democratic decision making, subsidiarity is in place, encouraging everyone to develop their career, skills and personality and giving fair chance to take up appropriate responsibilities and leadership which can go a long way in keeping the morale of the staff high.

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13.1.27. S/he is responsible for keeping a college academic calendar of all the events of the college and to develop an archive, with all the documental and media evidences.

13.1.28. S/he is responsible to organize and conduct the Parents-Teachers interaction meeting at different levels with the assistance of the HoDs and faculty and to get the feedback from the students.

13.1.29. S/he is responsible to make sure that every department of the college conducts at least one national conference every year and one international conference at least once in three years, and makes sure that at least two international conferences are conducted in the college every year.

13.1.30. S/he will be the incharge of IQAC and so has the responsibility to lead and motivate all to achieve excellence and s/he is responsible to efficiently guide the IQAC towards systematically keeping all the records and files and to present them to the authorities.

13.1.31. S/he has to strictly observe all the rules of the government/university in all academic matters and cases of exemption should be brought to the notice of the Correspondent for guidance.


13.1.32. One of the emerging areas the Principal has to focus concentration up on is collaboration with institutions of international repute, foreign and inland, paving way for collaborated research, students' exchange and chances of higher studies for the students of the institution. Signing up MoUs of long term relationships should be a priority.


13.1.33. As a practical aid for the progression of the students, the Principal has to see that proper motivation and initiation is given to the students to write CTET, JTET, CSIR, NET, UGC, etc and other competitive exams by all the departments.

13.1.34. The Principal has the duty to guide and encourage maximum placement for the students contacting different industries and institutions, facilitate trainings in skill development and arranging for in-campus and off-campus drives, with the aid of the Placement and Training cell.

13.1.35. S/he will have regular briefing sessions at least once in a week with the Correspondent and submit a written report so that he may be kept informed of all the developments and may give necessary guidance.

13.1.36. The Principal is responsible for arranging a weekly meeting of the Academic Administrative Body consisting of the Correspondent, Principal, Deans, IQAC Coordinator. Activities of the college will be evaluated and planned in this meeting for the smooth running of the college and the execution of the decisions of the Governing Council.


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13.1.37. The Principal is duty bound to lead the institution, with the help of the IQAC and other sections of the college, in the preparation for accreditation (NAAC and others) and in preparing and presenting regular reports to the accrediting agencies in time.

13.2.6. It is for achievement for the NAAC

13.1.38. As the academic head of the institution, s/he is to direct and guide the college office personnel and other non-teaching staff and monitor their services in their respective areas for the efficient running of the institution in consonance with the Correspondent.

13.1.39. The Principal is responsible for the dissemination of the relevant decisions of the Governing Council / Trust and the administrative meetings, to the concerned staff and students, for the strict adherence to them.

13.2. IQAC COORDINATOR


IQAC Coordinator is the one responsible for the assurance, sustenance and enhancement of the quality of the technical education of the institution, to the highest global standards, by her/his plans and strategies, execution, monitoring and guidance. She/he will cooperate with the principal in his efforts to bring out the best from the students and the staff, in accordance with the guidance and direction of the Correspondent and in consonance with the vision, mission, and quality policy of the institution.

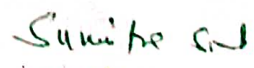
13.2.1. The IQAC coordinator is expected to have a thorough knowledge about each and every aspect of the quality assessment of all the entities of the institution and the accreditation processes as provided in the manuals of the corresponding national and international agencies, such as NIRF, NAAC, NBA, ABET etc.

13.2.2. S/he has an affable relationship with the management, principal and all teaching and nonteaching staff members of the institution and is ready to interact with the people in the institution without any reluctance or reservation.

13.2.3. S/he introduces high standard benchmarks and good practices and inspires the personnel of the institution and the students to rise up to realize such high standards.

13.2.4. S/he shall direct, guide and monitor the efficient functioning of the IQAC cell in accordance with the guidelines prescribed by the relevant agencies, with which she/he should be thorough.


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13.2.6. It is her/his duty to upload the annual quality assurance reports (AQAR) related to the achievements of the institution through the implementation of the plans, strategies and decisions for the quality improvement of the college in the college website and send the same to the NAAC.

13.2.7. S/he ensures the relevance, necessity and quality of the enrichment programs, value added courses and research efforts that the faculty arranges.

13.2.8. S/he ensures that the academic and administrative activities of the institution are timely, efficient and progressive and organizes these effectively for the best outcome.

13.2.9. S/he evolves mechanisms and procedures for the reliability and integrity of evaluation processes.

13.2.10. S/he submits timely reports and gets proper guidance and direction from the Correspondent and efficiently arranges for the adequacy, maintenance and functioning of all the support structures and services of the institution by periodical audits and by responding to feedback.

13.2.11. S/he plans necessary strategies and activities to implement the quality benchmarks/parameters, approved by the management, for various academic and administrative activities together with the Principal, Deans and HoDs and others who head different sections and groups of the college.


13.2.12. S/he endeavours diligently, to create a facilitative learner-centric environment, conducive of quality education for knowledge acquisition, skill development, research and creation of innovative products.

13.2.13. S/he arranges for regular and systematic feedback about different aspects and activities of the college from all the stakeholders of the institution.

13.2.14. S/he assiduously collects and codifies feedback for analysis, arranges analysis meetings and brings the findings to the notice of the authorities of the institution for responsive action for quality improvement.

13.2.15. S/he is responsible to arrange for proper documentation and recording of all the programs and activities of the college and develop standard filing systems at various levels of the college.

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13.2.16. S/he helps the Principal in enhancing the institution into a nodal agency to qualify and equip itself to impart quality related programmes to other agencies or institutions.

13.2.17. S/he is responsible to develop and put into practice quality campus culture and intellectual habits with innovative and value based best practices for the integral development of the students and the eminence of the institution.

13.2.18. S/he develops and keeps a dynamic and responsive system for quality changes in the institution, by regularly accessing the benchmarks and directions given by the concerned agencies of assessment and accreditation in their websites and other modes of communication.

13.2.19. On the whole, the primary task of the IQAC and its Coordinator is to be a catalyst of quality development and to establish a dynamic system for conscious, consistent and continuous improvement in the overall performance of institution.

13.3. DEAN

13.3.1. When the management deems it proper and necessary for the efficient running of the college, it appoints Deans, putting them responsible over certain areas of activities of the college, clearly prescribing their duties and responsibilities. They will carry out their duties in close association with the Principal and the Correspondent, wielding a respectable place above the HoDs in the chain of authorities.

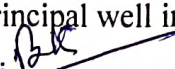
13.4. HEAD OF THE DEPARTMENT (HOD)

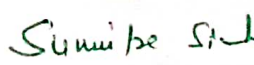
13.4.1. Head of Department is fully responsible for the academic performance of her/his respective departments under the guidance, direction and control of the Principal. This includes curricular, co-curricular and extra-curricular activities besides the IQAC requirements.

13.4.2. HoD, together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field.

13.4.3. Prior to the beginning of each academic year, the HoD, in association with the Principal and with the assistance of the faculty of her/his department, considering the annual objectives given by the management, sets targets for the year, finalizes the various programmes and activities and proposes a budget to the management for the year so that the activities of the department may be effectively carried out and monitored.

13.4.4. S/he places the requirements regarding the manpower, equipment, space and other needs before the Principal well in time.


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13.4.2. HoD, together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field.

13.4.3. Prior to the beginning of each academic year, the HoD, in association with the Principal and with the assistance of the faculty of her/his department, considering the annual objectives given by the management, sets targets for the year, finalizes the various programmes and activities and proposes a budget to the management for the year so that the activities of the department may be effectively carried out and monitored.

13.4.4. S/he places the requirements regarding the manpower, equipment, space and other needs before the Principal well in time.

13.4.5. S/he submits the proposals for school Visits and Study Tour (in the case of second year students) to the Correspondent with the permission of the Principal.

13.4.6. S/he shall follow the procedures prescribed by the College for the purchase of goods and equipment for her/ his department.

13.4.7. Once the goods and equipment are delivered s/he has to ensure that they are in accordance to the description and specification of the PO (Purchase Order), and that they are taken charge of and entered in the stock registers; after completing all such formalities, arrangement is to be made for the settlement of the bills.


13.4.8. S/he will ensure that the job description and shared responsibilities of the members of the staff in her/his department are properly communicated, understood and acted upon.

13.4.9. It is her/his responsibility to allocate duty to the staff and set the timetable.

13.4.10. S/he is responsible for students' attendance, granting OD and leave and to deal with late arrival etc. S/he is also responsible for communicating students' progress reports to the parents.

13.4.11. S/he is personally responsible to monitor that the class and laboratory work is effectively engaged by each member of the staff, and that coaching for the slow-learners, student mentoring and counseling, monthly periodic tests, industrial visits, in-plant training, internships, association activities etc. are well conducted in appropriate time and within the approved scheme or budget.

13.4.12. The HoD has the responsibility to review the performance of each staff of her/his department, teaching and non-teaching, with regard to their curricular, co-curricular and extra-curricular activities and report of her/his effectiveness and deficiencies to the Principal and


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Correspondent, in that order, time to time and submit a confidential written report at the end of each semester in the format prescribed with due explanations.

13.4.13. The HoD has the responsibility to orient and integrate the new staff appointed in the respective department and to counsel and guide those staff, especially who have deficiencies in communication skills or controlling classes for improvement.

13.4.14. In respect of teaching and learning, s/he is responsible to see that proper course files are developed by the teaching staff in accordance with the guidance given by the IQAC and to ensure that appropriate and creative teaching methods are followed with ICT usage, and to make sure that the students understand the concepts, find avenues for new researches and get inspirations to apply what they learn innovatively.

13.4.15. It is the duty of the HoD to see that all the laboratories connected to the department are well maintained and equipment are systematically displayed, and experiments are conducted for the full benefit of the students, and the personnel involved are faithful to their duties.

13.4.16. It is the duty of the HoD to analyze the examination and internal tests results with the staff of her/his department, and to initiate appropriate corrective strategies, with the guidance of the Principal, to attain the achievement targets set for the department. Result analysis should be done with the students too, to get their cooperation for better results.

13.4.17. It is her/his duty to ensure the discipline of the staff and students in the department. When necessary s/he will refer cases to the Principal to be dealt with. (Discipline in the sense of 1. following the rules and code of conduct of the institution and not causing any disturbance in the smooth running of the institution and its system, 2. general conduct and performance of duties in genuine commitment, with proper manners, and positive ethical, moral and professional standards, 3. having single focus to the meritorious achievement of the purpose of being part of the institution, in line with its vision and mission).

13.4.18. S/he brings to the notice of the Principal the status of the achievement and discipline of the students of her/his Department periodically, and gets guidance for their improvement.

13.4.19. All official communications related to his/her department are routed through the HoD.

13.4.20. S/he conducts faculty and other related meetings regularly and decisions are taken with due democratic consultation and are recorded systematically.


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13.4.21. It is the duty of the HoD to systematically keep all the registers, files, decisions and data with proper cataloguing and index, connected to the activities of the department and ensure that they are kept up-to date and complete.

13.4.22. The HoD is responsible to ensure the total cooperation of her/his department to the IQAC and its efforts to evaluate the teaching quality of the faculty, following its guidance and giving all the data required by it in proper format.

13.4.23. The HoD is duty bound to take efforts to bring in endowments, sponsorships with the help of the staff of the department to assure the quality and sustainable growth of the department.

13.4.24. The HoD is duty bound to arrange for proper growth of the department in institution relationship, internships, placement and training services, and to arrange for MoUs and long term agreements to that effect with relevant institutions.

13.4.25. The HoD is duty bound to work for the growth of research, publications, attainment of patents, preparing and sending projects for funding, consultancy services etc. with the cooperation of the departmental staff.

13.4.26. The HoD has the duty of arranging regular parent-teachers interaction meetings in consultation with the principal and promoting cooperation of the parents for the academic success and professional formation of the students.

13.4.27. The HoD has the duty of having a systematic record of all the alumni and their present status, and for arranging regular departmental alumni meetings, especially summer meetings and encouraging all the alumni to attend the annual alumni meetings.

13.4.28. The HoD takes creative efforts for the development of quality innovations and best practices in the activities of the department.

13.4.29. S/he will keep the Principal informed of all the important happenings in the department, and at the same time, inform all the staff of her/his department, and if necessary the students too, all the communications given by the Principal and relevant decisions of the management

13.4.30. It is the duty of the HoD to see that the department satisfies the best standards and criteria of accreditation bodies such as NAAC.

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13.4.31. S/he will hand over charges with all the keys, documents, registers and files to the person appointed by the management to replace her/him as HoD forthwith, as per the rotation policy of the college.

13.4.32. S/he is duty-bound to undertake any other duty pertained to the vision and mission of the institution that may be assigned to her/him by the management or by the Principal.

13.4.33. The management, when it deems necessary, may appoint assistant HoDs and persons for other responsibilities, to share the responsibilities of the HoD, for the quality administration of the department.

13.5. TEACHING STAFF

Teacher is the one who commits her/himself enthusiastically to help the students acquire knowledge, competence and values. They are primarily responsible for the all-round growth of the students of the institution with optimal knowledge, practical skills, highest research caliber, with healthy personality, prosocial principles, values and civility, who serve the society finding a worthy place in the job market or academics or as an entrepreneur.

Upholding highest standards of quality and mindful of the vision, mission and the quality policy of the institution, teachers are to deliver the classes using innovative and up-to-date pedagogical methods and techniques, that students have mastery over the subjects and are inspired for further search for knowledge, initiate innovative research, practical application for the enhancement of the society. Teachers are to be masters, guides, mentors and leaders and well respected significant other in the life of the students.

13.5.1. It is only through advanced preparation that the teachers can perform their job efficiently. In view of this the teachers have to prepare themselves by reading books, periodicals, journals to improve their own knowledge and understanding. They should attend all the training programmes organized by the College.

13.5.2. The teachers prepare the course files according to the framework given by the IQAC and best practices of teaching and get them approved even before the beginning of the course and the frame work has to be communicated to the students, so that the students also prepare themselves for classes.

13.5.3. Preparation of classes should be done sufficiently in advance, since there may be unexpected demands from the authorities on their free time on the College campus.


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13.5.4. Teachers are expected to follow standard, quality and creative teaching methods, follow the steps of the course file, connect the vision, mission of the institution and the department with the syllabus and make sure the expected outcomes are realized in the students.

13.5.5. Teachers are expected to present themselves for Teaching – Learning evaluation as directed by the management and to take the comments given by way of evaluation seriously and keep improving their teaching methods and pedagogy accordingly.

13.5.6. Teachers are expected to be constantly evolving as good teachers and strengthen their teaching by using the various e-materials available in our college and arranging for enrichment programs, which are to be mentioned in the course-file itself.

13.5.7. Teachers have to keep close track of their class schedule so that the syllabus is completed on time. If any difficulty in completing the syllabus in time is foreseen it should be made up through extra and special classes.

13.5.8. Teachers have to get continuous feedback from their students about all the attributes and functions of a good teacher, and especially to evaluate attainment of CLO / PLO.

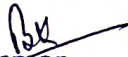
13.5.9. Teachers are to follow systematic evaluation methods to measure the comprehension and development of the students by various methods like Class Quiz, Assignments, Mini-projects, Class tests etc. The centralized internal examinations, with the practice of preparing two sets of questions, strict evaluation is to be adhered faithfully.


13.5.10. Teachers are duty bound to identify the caliber of the students well in time and plan and execute special strategies for slow-learners, gifted students and average students, that they achieve their maximum in the examinations and other areas bringing laurels to the institution.

13.5.11. They are expected to serve as class-coordinators whenever such responsibility is given to them. She/he will convene the class committee meetings regularly to assess the teaching quality of the teachers handling concerned classes, the learning levels of the students, the teaching pedagogy to be improved and the other requirements of the students for further improvement of the teaching-learning process.

13.5.12. It is the responsibility of every teacher to equip her/himself by being up-to-date in their field and familiarize her/himself with new teaching methods, proper usage of ICT and research methodology by attending appropriate FDPs and on line certificate courses.

13.5.13 It is mandatory that all the teaching staff who have completed PhD should obtain guidance and guide PhD candidates as it is an important service one expert can do to the society and to the scientific field.


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13.5.14. The faculty members who guide PhD candidates are expected to guide only the students admitted by the college. They are to inform and get permission from the Correspondent, whenever they serve as co-guides with staff belonging to other institutions. They are expected to keep the highest academic and ethical standards in line with the vision and mission of the college, avoiding all the unhealthy practices frowned upon by the scientific community. A copy of the dissertation or thesis of the research students should be submitted to the college at the completion of the degree.

13.5.15. All the teaching staff are expected to keep doing innovative researches in their respective areas of interest, publish quality articles, and come out with products worthy of patents so as to maintain a healthy scientific research ambiance in the college.

13.5.16. Collaborative researches are encouraged among the faculty members by way of developing research groups among the faculty with similar interests. Research collaboration could be also inter-disciplinary, with professors from other departments, other colleges and universities inland and abroad.

13.5.17. The teaching staff are expected to inspire the students to involve in researches, projects for social emancipation showing the social relevance of their subjects and possibilities for socially relevant innovations.

13.5.18. It is the responsibility of the teachers who teach particular subjects to guide and monitor the students that they practically understand the concepts by doing proper experiments in the lab and initiate new research projects and it would be a matter of appreciation if many students take up course projects in their particular subject.

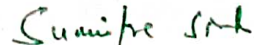
13.5.19. The teaching staff who are in-charge of laboratories are duty bound to faithfully conduct in person all the experiments prescribed in the syllabus and those deemed necessary for the full understanding of the subjects. They are also responsible to manage the nonteaching staff related to the particular lab, so as to ensure the systematic maintenance of the lab and the equipment therein, cleanliness of the lab and its surroundings, etc.

13.5.20. It is the responsibility of the teaching staff to get feedback from the stakeholders like school and alumni about the current curriculum and add additional syllabus (at least 20%) from recent developments in the field and suggest revisions in the curriculum to the university.

13.5.21. It is the responsibility of the teaching staff primarily to look for school for internship for the students in their particular areas of study and encourage the students to do their mandatory projects in such areas.


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13.5.22 The teaching staff are expected to develop long-term understanding with school / college and institutions by arranging for MoUs and contribute to the development of the department by soliciting endowments.

13.5.23. All the members of the teaching staff are expected to serve as mentors also.

13.5.24. A good relationship with the parents will help the teaching staff in their commitment to the students. For this reason, the teachers should see that all the parents are kept informed of the performance and conduct of the students. They should attend the parent-teacher interaction meetings arranged by the department without fail.

13.5.25. The teachers have to make every effort so that the pass percentage is very high worthy of an eminent institution and the number of rank holders is increased. Talented and gifted students should be identified, motivated and assisted with special strategies and programs to encourage creative achievements besides to get high ranks in the examinations.


13.5.26. The teachers are expected to be mature and courteous in their behavior and exhibit excellent manners worthy of their profession as they relate with other staff and with the students, and to follow the dress code of the college.


13.5.27. The teachers have to be role models to the students. The students should be able to imbibe the culture of study and research from them. The students should find their teachers as guides, counselors and well-wishers. The teachers should also set a good example in good manners both in word and action. The teachers should be highly impartial and should also be seen to be impartial. Any penalizing out of feeling of hurt or vengeance is out of place. Public humiliation by word or action, and disparaging remarks do not go with the role of the teachers.

13.5.28. It is the responsibility of the teaching staff to ensure proper discipline and control in the class. They have to mark and feed the attendance into the respective automation system of the college. Attendance should be monitored and cases of irregularity should be brought to the notice of the HOD and appropriate follow-up measures are to be taken. If they are not satisfied with the measures taken by the HOD, the Principal and the Correspondent should be alerted in that order.

13.5.29. The teacher should be strict in the class but at the same time establish cordial rapport with the students so that strictness does not hinder an interactive approach and accessibility to the teacher or dissuade the students from getting their doubts clarified.

13.5.30. In case of miss-behaviour of students in the class they should be personally counseled and the mentor should be informed. If still the misbehaviour persists the matter should be taken to the HOD and the Principal in that order.


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13.5.31. The teaching staff in charge of the particular laboratory, are responsible for maintaining the usage register and stock register of lab equipment/ furniture, consumable stock register and breakage register etc. in the laboratory and workshop.

13.5.32 They are responsible to assess the annual requirements of the materials and other needs of the particular lab and communicate the same in proper format to the HoD with necessary specifications and details and justify the essentiality of the requirement.

13.5.33. The teaching staff are responsible for co-curricular and extra-curricular activities, associations, cells and clubs connected therewith and for maintaining discipline of the students within the college premises. They shall generously take up responsibilities given by the principal in this regard and cooperate with all the programmes of the various associations.

13.5.34. They shall give sincere co-operation for conducting school /college visits, placement trainings, educational tours, conferences, etc.

13.5.35. All the teaching faculty who guide students for assignments and projects should see that every student does her/his projects and assignments on their own, with the help of her/ his guide. Getting inauthentic outside help is totally prohibited.

13.5.36. They regularly enter genuine and complete data into the automation systems of the college as expected from them within the stipulated time, and submit reports expected of them likewise.

13.5.37. They are expected to present their appraisal scores with evidential documents at the end of year.

13.5.38. They shall come forward with new proposals and suggestions for the improvement of the department. They shall suggest books, journals and AV (Audio-Visual) materials of good quality essential for the College to maintain its standard having language Lab.

13.5.39. In the class and outside they shall always speak in English and they shall see to it that the students do the same so that their mastery in the language and communication skills will enable them to be competitive in the job market.

13.6. MENTOR

13.6.1. Mentors are the local guardians of the students in the College. They will continue to guide the students they are in charge of, till the students leave the College.

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13.6.2. Mentors are to regularly meet the students under their care, develop a quality professional rapport, get to know their strengths and weaknesses with regard to their studies and personality, understand their family and cultural backgrounds, and to assist them for their optimal development.

13.6.3. Accepting the uniqueness of every student unconditionally, with a conviction that every student can achieve great things, they sit with the students empathetically and assist them to know themselves (their assets and liabilities), and plan with them strategies for the successful completion of the course and a rewarding professional life in the future in the very beginning of their studies in this college.

13.6.4. The Mentors take keen interest to meet the students under their care to understand whether they are comfortable with the teaching in the beginning of the semester, encourage them before the examinations, assess their achievements after the internal exams and plan strategies for improvement, etc.

13.6.5. Mentors are to identify the problems as regards to the students' learning and the development of their personality and counsel them and suggest strategies appropriately so that they can get over the problems easily.

13.6.6. They have the responsibility to refer students for professional counseling and healthcare when they deem it necessary and bring to the notice of the Principal or Correspondent if they come across serious issues that need special attention.

13.6.7. They will be faithful to the best practices of mentorship, keep up the ethical and professional standards of a mentor, like keeping confidentiality, respecting privacy, practice of informed consent, decent professional relationship, unprejudiced approach, non-manipulation of the relationship and privileged information they come across for their advantage.

13.6.8. They will collect leave letters and monitor attendance in the class.

13.6.9. They will monitor the progress of the students by making note of the marks scored in the internal tests and university exams, help the HoD to communicate them to the parents of the students and counsel the students to ensure improvement.

13.6.10. They will mention in the faculty meetings the general problems they come across among the students (without divulging personal matters in any way) and help to evolve appropriate remedies.


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13.6.11. They will collect a general feedback from the teachers concerning their wards and advise the latter accordingly.

13.6.12. If after repeated counseling no improvement is seen in a student, especially in their academic achievements and discipline, the matter must be brought to the knowledge of higher authorities.

13.6.13. Mentors are to submit or upload regular reports about their service in the proper format given, without divulging any privileged information.

13.6.14. Mentor will maintain the Student Records with necessary provisions for confidentiality.

13.7. PHYSICAL EDUCATION

13.7.1. Physical education being an important aspect of the formation of students and their character building, the Teacher of Physical Education, together with her/his colleagues, shall devise ways and means by which the students will take interest in physical training, sports and games and the talented ones should be encouraged and motivated to become sports persons of repute.

13.7.2. The physical education schedule/programme will be guided by the requirements of the university and the national sports organization, the goals set by the management and the specific needs of the students of the College.

13.7.3. Guided by the above s/he shall prepare a plan of action, curriculum and syllabus so that students are given adequate knowledge about physical health and training with a view of incorporating physical exercises in their schedule.

13.7.4. S/he will lead the Sports Committee set up by the college and its activities. S/he will also start appropriate clubs for different sports and games to encourage involvement of the students and the staff.

13.7.5. S/he shall familiarize the students to various sports and games indoor and outdoor so that they can choose any one of them or identify their sports skills.

13.7.6. S/he shall evolve long-term plans so that the College has all the necessary infrastructural facilities for sports and games. Based on this plan s/he shall assist the management to allocate

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sufficient funds and take steps to realize them. S/he also sees that all the facilities available for the development of physical health in the college (like the Gym etc.) are made best use for the benefit of the students. S/he shall give his/her whole hearted assistance in implementing all the physical education and sports schemes of the college.

13.7.7. At the beginning of every year s/he shall prepare a budget for that year and with due approval from the concerned authority utilize the funds.

13.7.8. The students with sports talents should be identified at the earliest and formed into teams. Special coaching is to be given so that the College may attain excellence in the field of sports and games.

13.7.9. Without seriously affecting their academic career the sportsmen/ sportswomen should be taken to as many competitions as possible.

13.7.10. S/he shall attend all important sports meetings so that the College is in the sports/ games stream.

13.7.11. S/he shall maintain attendance and program registers for physical education activities and shall maintain stock register of all items of sports and games and is responsible for their safe custody.

13.7.12. S/he is responsible for the clean and appropriate maintenance of all the sports facilities of the college, grounds, indoor stadia, gym etc.

13.7.13. S/he shall organize and conduct the annual College sports meet.

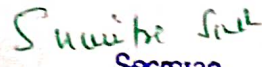
13.7.13. S/he shall furnish semester-wise report of his/her department to the Correspondent through the Principal.

13.7.14. Student discipline is a special responsibility given to him/her presently. Under the guidance and direction of the Principal and in assistance to the discipline committee of the college, s/he shall supervise discipline on the campus. Though the Principal, HoDs, Teachers and especially the Discipline Committee are responsible for maintaining discipline, s/he shall assist them to monitor the irregularities of the students, including, late arrivals and early departures, without uniform, misbehavior with co-students of both gender, ragging, eve-teasing, debunking of classes, damaging College property, groupism and conflict among students etc.

13.7.15. S/he will inform of these aberrations to appropriate authorities and deal with them.

13.7.16. S/he will be a member of the disciplinary committee of the College.


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13.8. LIBRARIAN

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Library is the store house of knowledge and the most important department of the College. It is there that the students and staff update their knowledge and get new inspiration.

- 13.8.1. The Librarian is responsible for providing the necessary library services to the students and the staff of the college and for planning, developing and modernizing the library of the college.
- 13.8.2. The Librarian's responsibility is to see that all essential volumes and sources of knowledge are made available in adequate numbers lest the students and staff should feel handicapped.
- 13.8.3. Every year, at the beginning of the even semester, s/he should consult all the HoDs and prepare a list of books and journals, and other relevant digital and e-materials which are necessary for handling subjects in the following year, discuss the needs in the Library Development Committee to finalize and submit them in the month of January to the Correspondent through the Principal for procurement.
- 13.8.4. S/he shall also see that enough books and other materials are available for the holistic development of the students, especially inspirational books on value based life, personality development, entrepreneurship, social involvement, spirituality etc., together with books on modern and classical literature and materials from other fields that enrich the young minds.
- 13.8.5. S/he shall prepare a budget for the library every year in the month of February taking into account the various needs of the library such as resource materials, infrastructure, and facilities including maintenance and present it to the Correspondent through proper channel.
- 13.8.6. The Librarian shall be responsible for the safe custody, clean and systematic upkeep and maintenance of all books, periodicals, dailies, and other study materials together with the computers, media equipment, furniture and fittings in the library and reading room.
- 13.8.7. The Librarian shall clearly explain to the staff and the students the classification system being used in the library and the way to find out books using the automated system, and have explicit posters explaining these for all to see.
- 13.8.8. Numbering the books and other materials according to the classification system, with Bar Coding and OPAC is the sole responsibility of the Librarian. It is also her/his responsibility to see that the books are kept in their right place, subject-wise according to the classification

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system, with proper labels on the racks to guide the students and to make entry of the books in the computer format, and to rearrange the racks every day.

13.8.9. The Librarian shall distinctly provide special sections in the library, such as reference section from where books cannot be lent out, journal section, reading launch, reprography, computers and audiovisual section for referring e-journals, new arrivals section where new arrivals are exhibited etc.

13.8.10. The Librarian is responsible for the maintenance of proper accession register, stock register, issue register, automated system and other records necessary and for keeping them always up-to-date.

13.8.11. As a part of her/his responsibility to develop the library, s/he shall take efforts to solicit donations of books and other materials that are needed for the students and the library, issue receipt certificates with the signature of the Correspondent to the donors and keep a distinct register for donated materials and books with donor details.

13.8.12. S/he shall ensure that no book goes out of the library without making an entry into the concerned register & computer and getting an acknowledgement. While issuing the books the tickets will be collected and kept along with the title card.

13.8.13. S/he shall monitor that the books are returned on schedule. When there is unreasonable delay, the matter should be taken up with the HoD and the Principal in that order.


13.8.14. S/he shall collect a fine as fixed by the management for belated return of books and settle accounts every month.

13.8.15. If any book is lost or damaged, twice the cost thereof shall be recovered at current market price.

13.8.16. S/he shall never allow anyone to replace the books once pulled out.

13.8.17. S/he shall maintain all files pertained to the library properly.

13.8.18. S/he shall ensure that no student has library dues at the end of every year and that Course Completion Certificate or any other certificates are not issued at the end of the Course for the students with library dues.


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13.8.19. S/he shall not issue books after the release of hall ticket.

13.8.20. S/he shall properly enter and number of all magazines/ newspapers subscribed or received free in a register and delete from the register those sent for sale, without being bound as waste paper.

13.8.21. It is the responsibility of the librarian to develop the reading habit of the students and provide them with all assistance to do their study and research in the library.

13.8.22. S/he shall collect important news items appearing in newspapers/ magazines and display them for the benefit of the staff and students and arrange them subject wise and get them bound and keep them available to those who need them.

13.9 23. S/he shall collect all the issues of the important periodicals and journal yearly, as suggested by the departments, and get them bound and make them available as back volumes.

13.8.24. S/he shall in consultation with the HODs and in coordination with the Principal arrange the library hours and monitor whether the departments make good use of them.

13.8.25. It is his/her responsibility to keep the library open at least one hour before and two hours after the College hours and during intervals and during holidays. The duty hours of the library staff including the librarian shall accordingly be arranged in collaboration with the Principal and with the approval of the Correspondent.

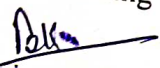
13.8.26. Maintaining discipline in the library is his/her responsibility. Only during the library hours the staff deputed from the department will assist him/ her in this regard.

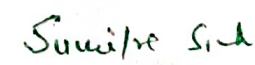
13.9. PLACEMENT OFFICER

13.9.1. The placement officer arranges maximum possible placements for the students of the College. This s/he does through regular liaison with industries and placement consultants and by imparting those skills to our students that are expected by the industries.

13.9.2. S/he arranges in and off campus interviews and assist the departments in arranging in-plant trainings and internships for the students.

13.9.3. S/he assesses every student even from the first year onwards and develop a person-specific plan for training to make the student employable.


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13.9.4. S/he, being assisted by the trainers given in his charge, prepares a systematic syllabus for aptitude training, communication skills and professional skills, deemed needed for the specific industrial jobs, and provides trainings during the summer and other holidays, through special programmes so that the required skills are cultivated in the students appropriately.

13.9.5. S/he works in collaboration with the Training Cell and Entrepreneurship Development Cell of the college in developing strategies for student progression, namely placement, entrepreneurship development and training for higher studies for the students from first year onwards.

13.9.6. S/he provides or arranges systematic and scientific career guidance and counseling to the students and enables them to prepare themselves and choose suitable jobs.

13.9.7. S/he helps and makes sure that good and standard brochures of all the departments are prepared and updated regularly.

13.9.8. S/he updates the database of students who have been placed and those in the final year incorporating all relevant data.

13.9.9. S/he is responsible to the optimal utilization of the space and facilities given for placement services and maintain it so as to showcase our quality and standard to the personnel from the industries.

13.10. SYSTEM ADMINISTRATOR

13.10.1. System Administrator is responsible for the upkeep, configuration, and reliable operation of computers systems, especially multiuser computers, such as servers. He also assists the upkeep of the computers being taken care of by the skilled assistants in the labs.

13.10.2. S/he ensures that the uptime, performance, resources and security of the computers and automation systems meet the needs of the users and s/he performs all the duties proper to a system administrator regularly.

13.10.3. In order to keep the systems under her/his care in optimum working condition, as guided by the management, s/he acquires, installs or upgrades the computer components and software within the limits of the budget.

13.10.4. S/he is also responsible to keep up the security policies, troubleshoot and to give technical assistance for projects and training to the staff.


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13.10.5. System Administrator is responsible for the automation of all the academic administrative activities of the institution and to maintain them up-to-date and in optimum working condition.

13.10.6. He/she writes the necessary software for the automation of administration, practical, viable and secure and maintains them and modifies them whenever it is necessary. If need be s/he also suggests purchase of standard software to aid administration.

13.10.7. S/he is to secure summary statements of administrative activities weekly, monthly and yearly and submit all of them to the correspondent, and give relevant reports to the Principal and Bursar, for evaluation and further planning.

13.10.8. S/he is to make sure that the automation system is complete and up-to-date with relevant data and those who are responsible to upload data do so in time. Failures are to be brought to the notice of the authorities at the earliest.

13.10.9. S/he is responsible for the maintenance of the database of the college, college website and upload information about the important events into it and keep them updated regularly.

13.10.10. S/he is responsible for keeping backup for all the information and data in the automation system.

13.10.11. Automation of administrative activities and maintenance of website etc. are part of the task of the office and therefore the System Administrator is directly accountable to the Office Superintendent and her/his higher authorities.

13.11. RECEPTIONIST CUM TELEPHONE OPERATOR

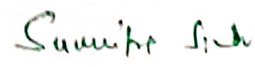
13.11.1. The receptionist cum telephone operator is the person encountered by anyone who approaches the college first and so s/he plays a very vital role in projecting a correct and positive image of the College.

13.11.2. S/he keeps herself/himself fully informed of all necessary details about the College that a visitor or an enquirer has to be supplied with.

13.11.3. S/he has to be courteous and considerate to all who need assistance and guide them with necessary details.


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13.11.4. S/he is totally responsible for the management of the intercom facility of the college. S/he takes all the incoming calls, courteously responds to them and gets messages from them, and if necessary connects them to the particular authority, first informing the authority about the caller.

13.11.4. S/he shall pass on in time the incoming and outgoing messages correctly to the person the messages are meant to reach.

13.11.5. S/he has to bring to the notice of the authorities about the visits or calls that are important or unusual.

13.11.6. S/he keeps a record of all the visitors or callers (with their numbers) systematically and their purpose of approaching the institution.

13.12. LAB INSTRUCTOR/ COMPUTER OPERATOR/ SKILLED ASSISTANT/ LAB ASSISTANT.

13.12.1. Lab instructors/ computer operators will assist the teaching staff in conducting the practical classes.

13.12.2. S/he displays and demonstrates the practical methods to the students.

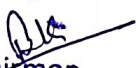
13.12.3. S/he is responsible for the proper maintenance and cleanliness of the equipment, the laboratory and its surroundings, and for ensuring proper switching ON/OFF of equipment/machines and opening/closing of shutters, doors, windows etc.


13.12.4. S/he is responsible to keep the equipment of the particular lab in order, with proper labels, necessary posters that give all the necessary information about the equipment and experiments.

13.12.5. S/he is responsible to keep the lab and the equipment ready for the practical experiments well in time as guided by the faculty member who conducts the experiment. S/he is also responsible to ensure that periodical calibration of the sensitive machines and equipment are done following the schedules proper.

13.12.6. In case of repairs, the same may be reported to the staff in- charge.

13.12.7. S/he is responsible for issuing and receiving, the tools/kits and the materials for practical.


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13.12.8. S/he is responsible for conservation of electricity and wholesome maintenance of lab/s under her/his care. In case of breakages or loss she/he recommends suitable recovery of cost through the staff in-charge (lab in-charge).

13.12.9. S/he maintains logbooks for each machine/equipment with the particulars such as time run, maintenance carried out, break downs, replacements etc.

13.12.10. S/he is responsible for student discipline in the workshop/lab.

13.12.11. S/he keeps an inventory of all the materials of the laboratory and notes down the changes whenever materials are added or removed.

13.12.12. S/he has to carry out any other duty that may be assigned by the staff/lab in-charge or any higher authorities.

13.13. OFFICE ASSISTANTS:

13.13.1. Office assistants are at the service of the office and the authority therein where they are allotted.

13.13.2. They are responsible for the opening and closing of the office of their service, and for the cleanliness and up-keep the particular office and places around. S/he assists the superior concerned in all the activities connected to maintaining the office and its files systematically in order.

13.13.3. While working in the office of an authority, Office Assistants are to receive the visitors courteously, seat them in the right place and inform of them to the authority and let them in with the permission of the authority.

13.13.4. They should be present in the place of service well in advance and leave the place only after the superior leaves.

13.13.5. They are also responsible for the mannered and appropriate hospitality, such as presenting with a tea, shown to the guests of office he/she is serving in.

13.13.6. They are to carry out the instructions of the higher authorities.



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13.14. TECHNICAL OFFICER

13.14.1. Technical assistants are those employees appointed, based on their technical qualifications or expertise, for the maintenance of the infrastructure of the college, such as electricians, plumbers, carpenters etc.

13.14.2. Technical assistants are to serve under the direction and guidance of the Estate Officer and other administrative authorities of the college.

13.14.3. They are duty bound to come and attend to the work given by the Estate Officer and other authorities of the management even on holidays and beyond duty hours, especially for repairs and rectification of conveniences and in urgent needs.

14. LEAVE RULES

14.1. GENERAL

14.1.1. Leave means permitted absence from duty. The Correspondent is the leave sanctioning authority, however, the Principal sanctions casual leave as a delegate of the Correspondent.

14.1.2. Applications for leave shall be made in the prescribed form.

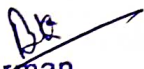
14.1.3. Leave applications shall be submitted through proper channel.

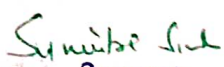
14.1.4. Leave cannot ordinarily be claimed simply without considering the needs of the job. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority who is empowered to grant it.

14.1.5. An employee on leave can extend or shorten the period of leave granted to her/ him only with the permission of the authority, which granted her/ him leave.

14.1.6. An employee on leave may not take any outside service or accept any employment during the leave period.

14.1.7. Since college is not industrial production Centre, therefor no overtime is allowed in lieu of assigned work.


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14.2. PUNCTUALITY IN ATTENDANCE AND PERMISSIONS

14.2.1. Staff members shall sign the attendance register, besides punching, on working days before their duty time fixed by the Competent Authority.

14.2.2. Permissions may be granted for an hour a day, twice in a month by the Principal as provided for by him.

14.2.3. Availing permission for a third time or coming late for a third time in a month shall be treated as half a day Casual Leave.

14.3 CASUAL LEAVE

14.3.1 Casual Leave can be granted for 12 days in a calendar year. However, Casual Leave cannot be granted more than six days continuously and when Casual Leave is combined with Government Holidays or Local Holidays, such a leave cannot exceed 10 continuous days in total.

14.3.2. In the case of planned casual leave, application for leave shall be submitted one day prior to availing leave. On unavoidable circumstances, such as sudden illness or unforeseen urgency, the application shall be submitted before duty time on the first day of the leave. Leave can be refused for belated submission of leave application. It is the responsibility of the incumbent to see that the leave application reaches the competent authority before the time specified.

14.3.3 An employee may be allowed to avail casual leave for half a day too.

14.3.4 Temporary staff and staff in probation will be granted casual leave at the rate of one day a month.

14.4. STUDY LEAVE

14.4.1. Study leave may be granted to the staff members who are in regular service to undergo essential courses pertaining to the area of his/her specialization and research at the discretion of the Correspondent.

14.4.2. Study leave could be of two types. 1. When the College sends a staff for a course as a part of Faculty Development Program. 2. When a faculty member requests for study leave to attend a course in her/ his area specialization or to do PhD.


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14.4.3. Study leave can be granted for a maximum of two years only.

14.4.4. Application for study leave shall be submitted to the Correspondent through the Principal with details of the course of study and the examination which the applicant prepares to undergo during the period of study leave.

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14.4.6. On completion of a course of study, a certificate of completion in the proper form together with the certificate of examination passed or in the case of a special course of study, indicating the date of commencement and termination of the course with remarks, if any, from the authority in charge of the course or study shall be furnished to the management before rejoining duty.

14.4.7. The member on study leave will be on loss of pay.

14.4.8. The period of leave may count as service period for the purpose of promotion and increment.

14.4.9. After completing the course of study, the staff member shall be permitted to join duty with an advance notice of one month. In case a member discontinues the course s/he will be allowed to rejoin duty only after the expiry of the period of appointment of the substitute.

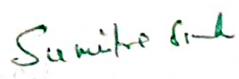
14.4.10. Members of the staff cannot have a claim for automatic promotion after acquiring higher qualification.

14.4.11. By virtue of her/his higher qualification her/his seniority position will not be elevated unless through a process of selection/promotion / appraisal report.

14.5. VACATION

14.5.1. Members of teaching and technical non-teaching staff are eligible for vacation the schedule of the university so permits. However, vacation days can be reduced for special important needs of the college. The vacation days are to be availed in two or three parts during the available holidays whenever the university schedule permits, adjusting with other members of the staff without disturbing the smooth running of the college. The Principal will make necessary schedules in understanding with particular staff and with permission from the Correspondent. During vacation, roster duty of teaching and non-teaching staff shall be circulated from the correspondant.


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14.6. GENERAL RULES

14.6.1. Other Duty (OD) permissions are granted by the Principal to the staff. Requests for permission to go out for other duty, during working hours, shall be submitted through proper channel in the prescribed form in person before the period of other duty.

14.6.2. No general permission will be granted to attend personal functions of the members of the staff. Casual leave for such functions will be granted only subject to the condition that the normal working of the institution is not affected.

14.6.3. During leisure hours, staff members shall occupy the seats allotted to them. A note in the appropriate register indicating where he/she can be found should be left when a teaching staff leaves his/her allotted seat.

14.6.4. Leaving the classroom before the ringing of the bell indicating the end of a period is subversive of orderliness.

14.6.5. Teacher, having first hour class work shall be present in their respective classes, during the Morning Prayer.

14.6.6. Cancellation of classes can only be done by the Principal with the permission of the Correspondent. Alteration of class work by members of the staff should be done only with the prior permission of the Head of Department.

14.6.7. Student attendance markings should be done immediately after the completion of the period, in the prescribed form & register available in each department and be uploaded into the automation system.

14.6.8. Teaching faculty are expected to submit the corrected answer scripts of tests and assignments to the exam cell, after entering the marks into the departmental registers and uploading the same into the automation system within three days.

14.6.9. Members of the staff are to fill in or upload the report of the activities or data expected of them in the automation system of administration regularly.

14.6.10. All the members of the staff are expected to continue to develop the standard of the college by pursuing excellence in carrying out their particular duties and responsibilities. In this, all the staff members are expected to heed to the directions, guidance and suggestions of the IQAC and follow them with commitment.


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14.6.11. Members of the staff who are in regular service, applying for part-time courses, including Ph.D., in the relevant field should get prior written permission from the Correspondent. Permission will be granted only if the following conditions are satisfied.


- a. Smooth conduct of class work is ensured and the course work should not be carried out during working hours of the college.
- b. The member of the staff who gets permission for part-time courses is expected to continue his/her service in this institution at least for the next three years after acquiring the additional qualification. S/he will have to pay three months' salary before getting relieved if s/he leaves the college during or after the course without continuing to serve in the institution for three years, forfeiting also other perks.
- c. The staff who get permission for part-time or full time course are expected to produce the original certificates and their attested copies while re-joining duty and the same should be readily available at any time for verification.
- d. The staff members who have successfully completed Ph.D. are expected to submit a copy of their thesis to the College library.

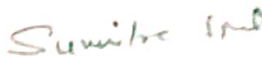
14.6.12. No staff member shall apply for any other job without the prior written permission of the Correspondent while in service.

14.6.13. When any member of the staff is absent without any kind of eligible leave, the period of such absence shall be treated as unauthorized absence deserving disciplinary action.

14.6.14. Members of the staff shall remain in their respective Labs of the college after attending their classes member of staff may remain of half an hour from 12:30 PM to 1:00 PM.

14.6.15. Member of staff may remain in staff room during lunch of half an hour from 12:30PM to 1:00 PM.


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