



MOTHER TERESA COLLEGE OF ARTS & SCIENCE

METTUSALAI, ILLUPPUR, PUDUKKOTTAI-622102

COLLEGE HAND BOOK

RULES & REGULATIONS FOR STUDENTS TEACHING STAFF & NON TEACHING STAFF

mtcasprincipal@gmail 
www.motherterasakalvi.com 

College Manual



MOTHER TEARSA COLLEGE OF ARTS AND SCIENCE – COLLEGE MANUAL

Prepared by

Document Owners	Project/Organization Role
Mother Terasa Group of Institutions	Mother Terasa College of Arts and Science

College Manual Version Control

Version	Date	Author	Change Description
1.0	21.01.2022	The Management of Group of Institutions	The first version of framed rules and regulations

TABLE OF CONTENT

1	INTRODUCTION	7
1.1	History	7
1.2	Authority	7
1.3	Hierarchy of Authority	7
1.4	Changes in Policy	7
2	STUDENT DEFINITION AND STATUS	7
2.1	Student Classification	7
3	STUDENT POLICIES	7
3.1	Equal Education Opportunity	8
3.2	Immigration Law Compliance	8
3.3	Student Background Check	8
3.4	Criminal Records/Proceedings	8
3.5	New Student Orientation	8
3.6	Personnel Records and Administration	8
3.7	Change of Personal Data	8
3.8	Safety	9
3.9	Campus Security	9
3.10	Personal Property	9
3.11	Health-related Issues	9
3.12	Visitors in the Campus	9
3.13	Admission of Relatives	10
3.14	Weather-related and Emergency-related Closings	10
4	STANDARDS OF CONDUCT	10
4.1	General Guidelines	10
4.2	Attendance and Punctuality	10
4.3	Study Schedule	10
4.4	Absence and Lateness	10
4.5	Unscheduled Absence	11
4.6	Accountability and Responsibility	11
4.7	Academic Progress	12
4.8	Internal Assessment Marks	12

4.9	Lab Rules & Regulations	12
4.10	Lunch and Break Periods	13
4.11	Harassment/Ragging Policy	13
4.12	Sexual Harassment Policy	13
4.13	Violence in the College	14
4.14	Confidential Information and Nondisclosure	14
4.15	Ethical Standards	14
4.16	Dress Code	14
4.17	Use of Computer, Phone, Fax and Mail	15
4.18	Use of Internet	15
4.19	Smoking Policy	15
4.20	Alcohol and Substance Abuse	15
4.21	Morality	15
4.22	Solicitations and Distributions	15
4.23	Participation in Enquiries, Politics, Associations, etc	16
4.24	complaint Procedure	16
4.25	Corrective Procedure	16
4.26	Suspension	16
4.27	Disciplinary Proceedings	17
4.28	Transfer Policy	17
4.29	Outside Admission	17
5	OTHER BENEFITS	17
5.1	Educational Assistance/Scholarships	18
5.2	Merit Scholarships	18
5.3	Placement	18
6	BENEFITS OF STUDENTS AND FACULTY	18
6.1	General Instructions	19
6.2	Holiday Policy	19
6.3	On Duty Leave	19
6.4	Vacation Time	19
6.5	Medical/Sick Leave	19
6.6	Extended Disability Leaves	19
6.7	Study Leave	19

6.8	Personal Leaves of Absence	19
7	STUDENT COMMUNICATIONS	20
7.1	Open Communication	20
7.2	Class Meetings	20
7.3	Notice Boards	20
7.4	Closing Statement	20
7.5	Saving Clause	20
8	INSTRUCTION TO THE EMPLOYEES	21
8.1	Working Days and Working Hours	21
8.2	Dress Code and General Appearance	21
8.3	Coffee break/Tea break and Lunch interval	21
8.4	Cleanliness, House Keeping and Energy Conservation	22
8.5	Leave / Absenteeism / Permission & Casual Leave (CL)	22
8.6	Academic Work	23
8.7	Participation in Workshops, FDP, Conferences/ Seminars/ and Publications in Journals	24
8.8	Participation in Sponsored Research and Consultancy work	24
8.9	Organizing Workshops, FDP, Conferences /Seminars/ Guest lectures	24
8.10	Encouraging faculty members to pursue Higher Studies (Ph.D.)	25
8.11	Assessment, Promotion policy	25
8.12	Self-Discipline, Work ethic and involvement	25
9	GENERAL INSTRUCTION TO THE STAFF MEMBERS	26
9.1	General Instructions	26
9.2	Attendance Instructions	27
9.3	Lab Instructions.	27
9.4	Lecture Instructions	27
9.5	Test/Retest/Examination Instructions	28
10	STUDENT COORDINATORS - RESPONSIBILITIES	28
10.1	Class representative	28
10.2	Attendance coordinator	28
10.3	Subject coordinator	29
10.4	Library coordinator	29

10.5	Time table coordinator	29
10.6	Placement And Training Co ordinator	29
10.7	Exam coordinator	29
10.8	Co-curricular coordinator	29
10.9	Extra-curricular Events coordinator	29
10.10	Website/Magazine/News coordinator	30
10.11	women's grievances redressal cell coordinator	30
10.12	Grievance redressal coordinator	30
10.13	Energy audit cell/Green campus cell	30
10.14	Department cell (societies) coordinator	30
10.15	Active Industry Institute Interaction	30
10.16	Carrier guidance	30
10.17	Discipline coordinator /Anti Ragging Committee	30
10.18	Syllabus coordinator	31
10.19	Feedback coordinator	31
10.20	NET/SLET EXAM coordinator	31
10.21	NPTEL & Swayam course coordinator	31
10.22	Daily class report coordinator	31
10.23	Cultural coordinator	31
11	ACKNOWLEDGMENT	31

1. INTRODUCTION

This document has been developed by Mother Terasa Group of Institutions in order to familiarize students with Mother Terasa College of arts and science and provide information about studying conditions, key policies, procedures, and benefits affecting students at Mother Terasa College of Arts and Science.

1.1 History

1.2 Authority

The College is wholly administered by a private management and the Board of Management reserves its right to alter/annul any or all of the rules and regulations.

1.3 Hierarchy of Authority

1. Students may communicate any issues that need attention to the Class Coordinator/HOD/Principal/Director.
2. The Board of Management has absolute authority over all students.

1.4 Changes in Policy

While every effort is made to keep the contents of this document current, Mother Terasa College of Arts and Science reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to the students.

2 STUDENT DEFINITIONS AND STATUS

A student Mother Terasa College of Arts and science is a person who regularly studies in Mother Terasa College Of Arts and Science on a full term basis.

2.1 Student Classification

Mother Terasa College of Arts and Science are classified either as full-time or lateral entry students.

3 STUDENT POLICIES

3.1 Equal Education Opportunity

Mother Terasa College of Arts and Science provide equal education opportunity. Admission decisions are based on merit and seat availability, and not on race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

3.2 Immigration Law Compliance

All offers of admission are contingent on verification of right to study in India. On the first day of study, new students may be asked to provide original documents verifying his or her right to study and, as required by the law.

3.3 Student Background Check

Prior to making an offer of admission, Mother Terasa College of Arts and Science may conduct an admission-related background check. A comprehensive background check may consist of prior admission verification, professional reference checks, education confirmation, etc.

3.4 Criminal Records/Proceedings

When appropriate, a criminal record check is performed to protect Mother Terasa College of Arts and Science interest and that of its employees and students.

3.5 New Student Orientation

The formal Welcoming process, or Students Orientation Program ,is conducted by the management on the first working day for the first year students ,and includes an over view of the college .

3.6 Personnel Records and Administration

The handling of personnel records and related administration functions at Mother Terasa college of Arts and science has been assigned to the Administrative Office. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Certificates
- Photocopy of Date of Birth
- All medical records, if any, will be kept in a separate confidential file.

Students appointed shall deposit their original certificates with the management on the date of their admission. The original certificates submitted by students at the time of admission to the college will be returned after completion of all registration / recognition / Approval processes in the University / DOTE: The course completion certificate, transfer certificate and conduct certificates will be issued only when the students complete the course satisfactorily, clear all the dues and leave the college.

3.7 Change of Personal Data

Any change in a student name, address, telephone number, marital status, etc., needs to be reported in writing without delay to the HOD/Administrative Office.

3.8 Safety

The safety and health of students is a priority .Mother Terasa College of arts and Science makes every effort to provide safety to all its students on campus .Mother Terasa college of Arts and Science safety rules and Regulations are following:

- Safety Norms are to be adopted in day to day working. College is not responsible for any loss or damage.
- Students must carry their college ID cards with them at all times. Students are required to produce their Identity Cards / Bus Pass on demand when asked for by any college employee, whenever they are in the college campus and also when they travel using the college transport.
- Students are advised to know the location of main Switch of Labs concerned as a safety measure. Maintain general hygiene while in canteens and the campus in general. Throw away wastes only in Dustbins.
- Each student is expected to obey safety rules and exercise caution and common sense in all activities.

3.9 Campus Security

Students are not allowed on Mother Terasa College Of Arts and Science property after hours without prior authorization from their Class Coordinator.

3.10 Personal Property

Mother Terasa College Of Arts and science tracks lost and found properties. Persons seeking information about lost or found property may do so by contacting the Administrative Office. Mother Terasa College Of Arts and science assumes no risk for any loss or damage to personal property and recommends that all students have personal insurance policies covering the loss of personal property left at the college campus.

Loss/Theft of ID Cards/Library Cards/Bus Pass should be informed to the HOD/Administrative Office without delay.

3.11 Health-related Issues

Students who become aware of any health-related issue should notify their Class Coordinator, Principal and Director of health status as soon as possible.

3.12 Visitors in the Campus

For safety and other considerations, only authorized visitors are allowed in the campus. When making arrangements for visitors, students should request that visitors enter through the main reception area and sign in and sign out at the front desk.

3.13 Admission of Relatives

Mother Terasa College of Arts and science is pleased to consider for admission qualified applicants who are related to students.

3.14 Weather-related and Emergency-related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt college operations. In such instances, the Administrative Office will decide on the closure and will provide the official notification to the students.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All students are urged to become familiar with Mother Terasa College of Arts and Science rules and standards of conduct and are expected to follow these rules and standards faithfully in studying, doing their own work and conducting the college.

4.2 Attendance and Punctuality

Mother Terasa College of Arts and Science expects students to be ready to study at the beginning of assigned daily college hours, and to reasonably complete their study by the end of assigned study hours. Students should be punctual.

Any student who fails to satisfy the University norms for attendance will not be allowed to attend the concerned examination(s).

A candidate will be permitted to appear for the University examinations, only if he / she

- Puts in the required attendance
- Maintains satisfactory academic progress and
- Maintains Good conduct / character.

4.3 Study Schedule

Students should maintain a copy of the timetable which can be obtained from the Class Coordinators.

4.4 Absence and Lateness

Students who arrive over 1 period late must resume study only after reporting to the Principal and submitting a letter detailing the reason for arriving late to study. Students must not leave the campus before the closing time of study for the day without obtaining the permission of the Principal/Registrar/HOD after submitting a written request.

From time to time, it may be necessary for a student to be late or absent from study. Mother Terasa College of Arts and Science is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside college hours may arise. It is the responsibility of all students to intimate the HOD/Principal about their absence or the reason for being late.

4.5 Unscheduled Absence

Absence from study for three (3) consecutive studying days without proper notification will be considered a voluntary termination of the course.

4.6 Accountability and Responsibility

- Students are required to wear their Identity Cards / Bus Pass (easily noticeable) whenever they are in the college campus and also when they travel using the college transport. Not wearing the identity card will be considered as an act of indiscipline.
- Students should at all times be punctual to college. Students must be punctual and regular for lecture classes and submit assignments on records, homework etc., in time.
- Students must not use abusive words but must be courteous and polite to the students and faculty. Students are expected to develop the habit of wishing inmates, faculty and elders.
- Students are encouraged to maintain good academic progress and good conduct.
- Students should not miss theory classes and should anywhere else for any other work during Lecture hours.
- Students must maintain strict silence in the classes, labs and must not wander about. Students are required to perform satisfactorily in any of the additional academic/co-curricular/extra-curricular work assigned.
- Students should maintain discipline at all times inside the laboratories and lecture halls and generally in the campus.
- Students must not remain idle in the class. Utilize properly each minute of the class time.
- Students must not directly or indirectly support students who indulge in any malpractices.
- Male students are expected to keep a respectable distance from female students and vice versa Unnecessary gossiping and loitering in any of the labs, canteen and other areas within the college premises is not permitted.

- Prior permission is required from lab-in-charge for doing Experiments / Project work in extra lab hours.
- Students must not sell photocopied materials or books without the permission of the management. Leisure time should be used for profitably. Any loose talk in the class room should be avoided. Students must not cause disturbance to fellow students. They must not criticize their colleagues or the management but be supportive and helpful. They must maintain a cordial relationship with other students, staff and foster team spirit
- If the students have not completed the assignment (subject wise), the student will not be permitted to attend the class and attendance will not be given till they submit the assignment.
- Failure to comply with the above rules will lead to issuance of memos.
- Students will also be issued a memo for any other reason if the administration and management feels that particular act by the staff is below the dignity of a staff.
- A student on receipt of a memo can give an explanation in writing within two days and further action rests with the Administration and Board of Management.

4.7 Academic Progress

60% or more marks in each subject will be considered as satisfactory performance in class tests and model examinations.

4.8 Internal Assessment Marks

The Internal Assessment system has been introduced by the Affiliating University. This will be calculated based on the performance parameters set by the Affiliating University. Internal Assessment Marks are computerized and therefore cannot be changed due to partiality by a teacher. They will be entirely reflect performance and effort.

The cases of students who have poor academic performance or inadequate attendance will be reviewed at staff council meeting every week/month. In case of default, counseling will be done. After second default, they will not be recommended for campus placement / given letter of recommendations for higher studies and they will have to bring their parents/guardians for a meeting with the Head of the Institution.

4.9 Lab Rules & Regulations

The observation notebooks should be ready before the commencement of any experiment. Students should get the readings / calculations approved by the end of the lab session.

Students are expected to submit the records along with print outs (if necessary) in respect of a particular experiment during the next laboratory class.

Lab equipments should be handled carefully as per laid down instructions and generally with precaution. Students will have to pay for the breakages, if any. Any malfunctioning and damage of equipments must be informed to lab instructors for corrective actions or investigation.

Students are advised to know the location of main Switch of Labs concerned as a safety measure.

Morning and Afternoon breaks will not apply during lab sessions.

4.10 Lunch and Break Periods

Students are allowed a one-hour lunch break generally between the hours specified by the Administrative Office.

Mother Terasa College of arts and Science students to take a break and provides a rest period of ten minutes in the morning study period and ten minutes in the afternoon study period.

Morning and Afternoon breaks will not apply during lab sessions.

Observe timings for going to canteens. During college hours (other than breaks), students must not visit canteens.

4.11 Harassment/Ragging Policy

Mother Terasa College of Arts and Science does not tolerate harassment/ragging. Harassment/Ragging can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment/Ragging in any form is illegal and is strictly forbidden. Severe action will be taken against those who indulge in ragging, strike or any such undesirable activities. There is a grievance redressal mechanism and issues are to be thus sorted out. Any student found guilty of harassment/ragging will be immediately dismissed from the college and the University will be informed. Further, all necessary actions recommended by the Government will be taken.

4.12 Sexual Harassment Policy

Mother Terasa College of Arts and Science does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating studying environment and prevents an individual from effectively performing the duties of their position. Any student found guilty of sexual harassment will be subject to disciplinary action.

4.13 Violence in the College

Mother Terasa College Of Arts and Science has adopted a policy prohibiting violence in the campus. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, ragging and/or coercion, which involve or affect Mother Terasa College of Arts and science or which occur on Mother Terasa College of Arts and Science or client property, will not be tolerated. Any student found guilty of violence in The campus will be subject to disciplinary action.

4.14 Confidential Information and Nondisclosure

By continuing admission with Mother Terasa College Of Arts and Science , students agree that they will not disclose or use any of Mother Terasa College of Arts and Science after their admission. No student shall in the performance in good faith of the duties assigned to him/her directly or indirectly release or disclose any official documents or any part thereof or information to any other person to whom he/she is not authorized to communicate such information or documents. Mother Terasa College of Arts and Science sincerely hopes that its relationship with its students will be long-term and mutually rewarding. However, admission with Mother Terasa College of Arts and Science assumes an obligation to maintain confidentiality, even after a student leaves admission at Mother Terasa College of Arts and Science.

4.15 Ethical Standards

Mother Terasa College of Arts and Science insist on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Mother Terasa College of Arts and Science students are expected to make the right professional decision consistent with Mother Terasa College of arts and science.

4.16 Dress Code

Students of Mother Terasa College of Arts and Science are expected to present a clean and professional appearance while inside the campus. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Mother Terasa College Of arts and science reputation or image is not acceptable.

Male students are required to wear trousers and tucked-in-shirts with collar with shoes. T-shirts and Jeans and other casual wear are not permitted.

Female students are expected to wear Salwar Kameez or Churidars with duppattas neatly pinned. Half saris, skirts, jeans, frocks or any other indecent tight fitting dresses and casual clothes are not permitted.

In the interest of safety, no loose garments are permitted in the laboratories. Footwear used should be securely strapped at the heel. All students are to wear leather shoes in the workshops and also overcoats as needed. Female students are to wear shoes to the laboratories if required by the concerned lab.

4.17 Use of Computer, Phone, Fax and Mail

Mother Terasa College of Arts and Science ; including computers, phones, electronic mail, fax, and voice mail, should be used only for conducting college business. Incidental and occasional personal use of college computers, phones, or electronic mail, fax and voice mail systems is permitted.

4.18 Use of Internet

Students are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for college purposes and must not interfere with student productivity.

4.19 Smoking Policy

No smoking of any kind is permitted inside any Mother Terasa College of arts and Science campus. It is totally prohibited.

4.20 Alcohol and Substance Abuse

It is the policy of Mother Terasa College of Arts and Science that the college be free of illicit drugs and alcoholic beverages, and free of their use. As ours is an educational institution all students are forbidden from consuming liquor or taking “drugs” either in the campus or outside the campus while on campus or otherwise. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful study situations call for quick and sound decisions to be made.

4.21 Morality

No student shall involve himself/herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institution or management. Every

student shall maintain absolute integrity and attention to duty at all times and shall do nothing which is unbecoming of a student of the institution.

4.22 Strikes and Demonstrations

No student shall associate and/or participate in a strike or incitement thereto or in similar activities which shall also include absence from study or neglect of duties for the object of getting a demand conceded by the superiors or the Management.

4.23 Solicitations and Distributions

Solicitation for any cause during studying time and in studying area is not permitted. Students are not permitted to distribute non-college literature in study areas at any time during studying time.

4.24 Participation in Enquiries, Politics, Associations

No student shall accept without the prior sanction of the management to be a witness in any enquiry conducted by any person, committee or authority: however, this rule shall not apply to the evidence given before an authority appointed by the Government, or Parliament or State Legislature or any judicial authority or in any departmental enquiry ordered by the Management.

No student shall be an office bearer of or be associated with any political party or any organization which takes part in politics nor shall he/she take part or subscribe or associate or assist in any manner in political movements or activities. If any question arises, as to whether any party is a political party or whether any movement or activity falls within the scope of this rule, the decision of the Management shall be final and binding.

No student shall have except with the prior permission of the management, recourse to the press for vindication of any official act which has been the subject matter of adverse criticism or attack or defamatory matter.

No member shall accept, without the previous permission of the management from any person, compensation of any kind for any malicious prosecution brought against him/her or a defamatory attack against him/her unless such compensation has been awarded by a competent authority.

4.25 Complaint Procedure

Students who have a job-related issue, question, or complaint should first discuss it with their immediate Class Coordinator. If the issue cannot be resolved at this level, Mother Terasa College of Arts and Science encourage students to contact the Director/Chairman.

4.26 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners;

- Oral Reminder
- Written Warning – Memo
- Counseling Session
- Suspension
- Termination

4.27 Suspension

The Management has got absolute right to place any student under suspension for any breach of rules mentioned herein or any other inappropriate behavior.

4.28 Disciplinary Proceedings

The Principal shall be the Disciplinary Authority in respect of all students and the Director shall be the Appellate Authority.

If an enquiry is deemed necessary, an Enquiry Officer shall be appointed by the Director who shall conduct the proceedings of the enquiry in a venue chosen by the enquiry officer. If the venue is other than the campus, the delinquent student shall be entitled to T.A as admissible. In the course of an enquiry, the student has to defend himself/herself and in the case of students who are not literates, they will be allowed to be defended by another students studying in the institution if the delinquent student so chooses. Enquiry officer may be appointed either from among the members of staff or from among outsiders.

4.29 Punishment

Violation of any or all of the rules and regulations mentioned herein and those enforced from time to time, shall entail termination without notice. Any student who has committed gross violation of any of the rules and regulations of the College will be dismissed from the college without notice. Any staff member found in breach of the code of decent conduct will be terminated summarily without notice.

4.30 Outside Admission

If the student is not admitted, the amount will be refunded in accordance with government norms.

5 OTHER BENEFITS

5.1 Educational Assistance/Scholarships

Mother Terasa College of Arts and Science believe that education leads to self improvement and recognizes that the skills and knowledge of its students are critical to the success of the organization. In that vein, Mount Zion College of Engineering & Technology encourages students and is willing to provide scholarships.

5.2 Merit Scholarships

Freshmen Scholarships are awarded by the Board of Admissions to students applying to the College with exceptional academic records. This scholarship for the first academic year reflects Mother Terasa College of Arts and Science commitment to excellence in academic achievement.

5.3 Placement

Students at Mother Terasa College of Arts and Science will automatically be accepted into the placement program if they have no/one arrear in the University Examinations. Other students who wish to join the placement program will have to pay a nominal fee.

The cases of students who have poor academic performance or inadequate attendance will be reviewed at staff council meeting every week/month. In case of default, counseling will be done. After second default, they will not be recommended for campus placement and they will have to bring their parents/guardians for a meeting with the Head of the Institution

6 TIMES-OFF BENEFITS

6.1 General Instructions

No student shall remain absent after the expiry of his/her leave period without obtaining prior sanction for extension of leave. Such overstay will be treated as misconduct. Leave letters must be given in advance except in unforeseen circumstances. Only when a leave application is signed, is the leave deemed to have been granted.

Where it is not possible to obtain the leave letter, it should be submitted within a day after reporting to the college or within 2 working days from the commencement of leave whichever is earlier.

Prior permission should be obtained before availing leave. Leave letters should be countersigned by Parents/Guardians/Hostel warden. All students must first get the leave applications signed by the concerned HOD and then by the Principal also.

6.2 Holiday Policy

All Mother Terasa College of Arts and science students will be given the government holidays only. Students may refer to the Academic Calendar for details on Holidays.

6.3 On Duty Leave

On Duty Leave will be granted to students to attend paper presentations, or any other duties related with the Institution.

6.4 Vacation Time

Students are entitled to vacation leave only at the end of the semester(s), which will depend on the University Examination Schedule.

6.5 Medical/Sick Leave

Production of a proper medical certificate from a Regd. Medical Practitioner. Such a medical certificate should accompany the requisition for leave and at the time of rejoining college, a certificate of fitness issued by a Regd. Medical Practitioner should be produced. The Management reserves the right to instruct the student to appear before any medical practitioner for medical examination, before sanctioning the leave.

6.6 Extended Disability Leaves

If a period of disability continues beyond the 12 weeks provided for within the Medical Leaves of Absence section, a student may apply in writing for an extended disability leave.

6.7 Study Leave

Study Leave will depend on the University schedule for examinations. Refer to the Semester Calendar and Bulletin Board for the last working day, and University Timetable to determine the study leave.

6.8 Personal Leaves of Absence

In special circumstances, Mother Terasa College of Arts and Science may grant a leave for a personal reason. Personal leaves of absence must be requested in writing and are subject to the discretion of management and the Administrative Office.

7 STUDENT COMMUNICATIONS

7.1 Open Communication

Mother Terasa College of Arts and Science encourage students to discuss any issues they may have with a co-student directly with that person. If a resolution is not reached, students should arrange a meeting with their Class Coordinator. If the concern, problem, or issue is not properly addressed, students should contact the Director. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any student for appropriate usage of Open Communication channels is unacceptable.

7.2 Class Meetings

In order to keep the communication channels open, Mother Terasa College of Arts and science typically implements a once-a-month college-wide class meeting with the student council appointed from each class. Students receive communications from Administrative Office about the agenda and discussion topics every month.

7.3 Notice Boards

Mother Terasa College of Arts and Science Notice board(s) where students can find organizational announcements, news/events, and discussions about specific topics. The student is responsible for reading necessary information posted on the bulletin boards.

7.4 Closing Statement

Successful studying conditions and relationships depend upon successful communication. It is important that students stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect study at Mother Terasa College of Arts and Science.

7.5 Saving Clause

The rules framed herein for the conduct of the College shall supersede the rules framed earlier that are not in consonance with the rules presently framed.

8 Instructions to the Employees

8.1 Working Days and Working Hours

The Working days are from Monday to Saturday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations. The list of holidays for each semester will be clearly indicated in the Academic schedule.

On all Working days, the Class work will be from 9.30 am 3.30 pm.

All Faculty members and Non-teaching Staff have to reach the College campus before 9.30 am and leave the campus after 4.30 pm. They need to mark their finger print in biometric and note time in the Attendance software in the respective department both in the morning during arrival and in the evening before departure. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class

8.2 Dress Code and General Appearance

Gent Faculty members are advised to wear light coloured formal Shirt and dark colored trousers. They should tuck-in their shirts and wear formal belt and black/brown shoes. Lady Faculty members should wear formal Saree with Blouse and formal Chappals/Cut- shoes. All the faculty members are expected to come groomed properly. They should also wear a white coat while taking a class and laboratory.. Non-Teaching Staff shall wear formal dress with formal Shoes/ Chappals. All should wear their identity cards regularly.

8.3 Coffee break/Tea break and Lunch interval

There will be a coffee break/tea break for a period of 15 minutes both in the forenoon and in the afternoon as given in the time table. The lunch interval will be for a period of 40 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for office staff and library staff shall be between 12.40 to 1.30 pm. Lunch will be provided to both teaching and non-teaching staff in the staff canteen at subsidized rate.

8.4 Cleanliness, House Keeping and Energy Conservation

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. All are responsible in conserving the energy.

8.5 Leave / Absenteeism / Permission & Casual Leave (CL)

Each faculty member & non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year.

Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/In charge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and Principal's office and the leave application has to be submitted as soon as they resume the ready.

(i) On-Duty Leave (OD):

- The Faculty members shall avail the following on-duty leave with prior permission from the principal
- Hall Superintendent / University Representative duty for Anna University examinations: 7 days per semester.
- External Examiner duty for Anna University examinations eligible faculty members shall be permitted as per the order received from the zonal office.

- Central Evaluation duty for Anna University examinations approved evaluators shall be permitted as per the order received from the zonal office.
- The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

(ii) Earned Leave:

- Faculty members and non - teaching staff members who have completed 1 year of service in our Institution are eligible for a Earned leave of 2 days per semester.

(iii) Vacation Leave:

- Faculty members who have completed 1 year of service in our Institution are eligible for a vacation leave of 2 weeks during summer and vacation leave of 1 week during winter.
- Non-teaching staff members who have completed 1 year of service in our Institution are eligible for a vacation leave of 10-days during summer.

(iv) Permission:

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty member and non-teaching staff member shall avail 2 such permissions in a month.

8.6 Academic Work

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination ,last working day ,university examinations etc... based upon the Bharathidhasan University's Academic schedule shall be prepared by the principal's office for each semester before the commencement of classes and copy of the same be given to all departments ,for proper implementation.
- Time table shall be prepared by each department and implemented after due approval from the HOD and the Principal.
- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.

- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.
- Faculty members shall make use of NPTEL videos/ and other e-learning modules for facilitating enhanced learning by the students.
- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn
- Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.
- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honored per semester and a certificate of appreciation
- The overall performance of the faculty members will be linked to their increments and promotions.
- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.
- The college will sponsor the registration fee, boarding expenses, Lodging expenses and travel expenditure (actual Bus fare / Train fare to and fro) for participation in Regional/National conferences.
- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.

8.7 Participation in Workshops, FDP, Conferences/ Seminars/ and Publications in Journals

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.
- The college will sponsor the registration fee, boarding expenses, Lodging expenses and travel expenditure (actual Bus fare / Train fare to and fro) for participation in Regional/National conferences.
- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.

8.8 Participation in Sponsored Research and Consultancy work

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency.

8.9 Organizing Workshops, FDP, Conferences /Seminars/ Guest lectures

- Each department shall organize at least one conference/seminar/workshop, FDP, etc., during every academic year.
- College shall sponsor Rs. /- per year to each Department for organizing a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lecturers/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College **shall sponsor Rs. /- per guest lecture /** special lecture. In addition, boarding facility and actual travel expenditure will be provided.

8.10 Encouraging faculty members to pursue Higher Studies (Ph.D.)

- Faculty members interested in pursuing Ph.D. on Part- Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

8.11 Assessment, Promotion policy

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self assessment during each academic year, and (iii) Assessment by the reporting officers/ superiors. The performance of the non-teaching staff will be

assessed by their reporting officers and superiors. The faculty members and nonteaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

8.12 Self-Discipline, Work ethics and involvement

Discipline, Ethics and Dignity at work place. Staff is permitted to use Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They should not resign in the middle of the semester/academic year. They should always bear in mind that they form an integral part of the Institution and actively involved in the Institutional building process with involvement and dedication. They have to abide the college rules, university regulations and AICTE norms in force from time to time. In addition faculty members are advised to carry out the research and submit without any plagiarism and duplications. The faculty member(s) who violate the college rules and university regulations and indulge in any disciplinary activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

9 General Instructions to the Staff Members

9.1 General Instructions

- Make sure you are in the class on time never be late. The first period is to be engaged from the first minute –don't be walking on the corridors after the bell is rung.
- Keep all the windows and doors open in the class. This is extremely important. Even if an LCD Projector/OHP is being used, all doors and windows are to be kept open.
- Clean the board after your lecture is over this is basic teaching etiquette
- Please switch off unnecessary electrical appliances (fans, tube-lights) when not in use wherever you find them.
- All periods are to be conducted in a dignified manner. No unnecessary noise should come from any class. If a staff experiences any difficulty in conducting the class in such manner, bring it to the notice of the Director/Principal / HoD.

- Never take your mobile phones to the class. Do not take it and put it in silent mode. The complete concentration of the staff has to be in the delivery of the subject.
- Staff members are expected to be role models to students in all aspects both on and off campus. Dress neatly wear ID card & shoes at all times. The ID card must be out of the pocket at all times. Make sure that your clothes are formal - well pressed and neat. Shirts are to be tucked in. Look well groomed and clean shaven. This applies even to the non teaching staff.
- Staff members are not to take unnecessary leave. Never inform leave over phone unless it is unavoidable emergency.
- Listen to students for their feedback. Their needs are to be taken care of. Bring to the notice of the Director and Principal any such needs. Take a personal interest in their development and well being.
- Staff grievances are to be reported to the adequate response, kindly bring it to the notice of the Director/Chairman.

9.2 Attendance Instructions

- Discourage students from coming late to the class. Attendance roll call is to be the first affair of the lecture hour. It must be completed within the first 5 minutes and during the roll call, call the students by their name
- Class coordinators are to monitor if any student who is present in the forenoon periods is absent in the afternoon periods and bring this information to the notice of the Director/Principal immediately. This means that the class coordinators should visit their respective classes at least once in the forenoon and once in the afternoon session and verify the attendance.

9.3 Lab Instructions

- Students should not be allowed to work in the lab without the ID Card. The ID Card must be out of the pocket at all times. If the student is found without an ID Card, send the student to the office immediately and allow the student back only after written authorization has been obtained from the Director/Principal/Registrar.

- All the Laboratory exercises are to be completed do not leave anything out. If any equipment/consumable is needed for conduct of the lab, inform the Director, Principal and HOD about it immediately.

9.4 Lecture Instructions

- Students should not be allowed in the class without the ID Card. The ID Card must be out of the pocket at all times. If the student is found without an ID card, the student should be sent to the office immediately and allow the student back only after written authorization has been obtained from the Director/Principal/Registrar.
- Ensure that you have prepared for the entire lecture period. Not a single minute should be wasted.
- Under no circumstances is staff members should not let students out of the class even if the lecture is over. Keep them engaged revise previous topics. Use the time gainfully
- Download animation, pictures from the Internet to enhance your lectures. Make sure that you visit the NPTEL website and search for lectures related to your subject. Make sure that you go through the complete series before you go for the first lecture period. (Google NPTEL for the website)
- Course Log Book should be taken to the class syllabus completion will be verified to see if it is in line with the Lesson Plan
- Class visits will be random
- Ensure that all the notes of the students are corrected every week by the staff. Write comments and sign the last page signifying that the notes till that page are complete.

9.5 Test/Retest/Examination Instructions

- Staff members are to keep track of the dates when they are to conduct their fortnightly tests and retests.
- To start with, write the questions for the weekly test on the board. Printed question papers may be provided later on. Answer sheets will be provided from the Exam Section. However, one printed copy of the question papers of all tests are to be filed in the corresponding log book.
- All test papers are to be promptly evaluated and given to the students.
- All test/retest papers after correction (within 2 days of the exam) must be submitted for verification (along the marks log sheet) to the HOD/Principal/Director. Verification should be done within a day of

submission of the corrected answer sheets to the HOD's. It should be given back to the student after verification.

- The students should be encouraged to file the answer sheets for future reference. During evaluation of answer scripts, write feedback.

10 Student coordinators – Responsibilities

10.1 Class representative

Class representative should ensure that he conveys the status of academic matters to the teachers concerned. They help teachers continually, listen and engage the students to improve teaching, learning, assessment and academic activities.

10.2 Attendance coordinator

Attendance coordinators should work for educational institutes to monitor the individual attendance performance on a regular basis. Hence the attendance coordinator plays an important role in implementing discipline among students to minimize lack of attendance in the class.

10.3 Subject coordinator

A subject coordinator should analyze the learning capacity of the individual student. They also ensure whether the students are showing interest in all subjects equally. They play a key role in supporting, guiding and motivating teachers.

10.4 Library coordinator

The primary duty of a library coordinator is to collect the information from library up to date level. They motivate the students to enter into the library to update their technical knowledge through various media like daily newspapers, technical magazine, ICT tool, encyclopaedia, digital library and leading journals etc.

10.5 Time table coordinator

They follow the guidelines of the prescribed norms of AICTE/UGC to allocate the work force category wise. Also they should provide the timetable well in advance to follow their task scrupulously.

10.6 Placement and Training coordinator

Placement and training plays a major role in shaping up the career goals of students. It is the dream of every engineering student to get placed in a top notch organization. They have to keep in touch with all MNCs companies to recruit our students. a need based intensive training will be conducted.

10.7 Exam coordinator

Provide support and respond to inquiries related to examinations. Also they should provide the examination related information in advance to prepare the students to write the exams well.

10.8 Co-curricular coordinator

Develop systems and procedures to manage the physical and emotional safety of all students participating in the co-curricular sporting and activities program.

10.9 Extra-curricular Events coordinator

An extracurricular activity or extra academic activity (EAA) is an activity, performed by students, that falls outside the realm of the normal curriculum of college education.

10.10 Website/Magazine/News coordinator

Their main jobs is connecting all media into a information hub. Through which all employees of the college can access the information through this portal.

10.11 Women's grievances redressal Cell

The functions of the cell are to purely safeguard the rights of women students, faculty and staff and also to provide a platform for listening to their complaints.

10.12 Grievance re-dressal cell

Students re-dressed helps in Cell; Upholding the dignity of the College by ensuring free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship.

10.13 Energy audit cell/Green campus cell

Green audit is defined as an official examination of the effects the college has on the environment. To maintain clean campus, they have to preserve the environment within the campus such as promotion of energy savings, recycling of waste, water use reduction, Rain water harvesting etc.

10.14 Department cell (societies) coordinator

The objective of Institutional Social Responsibility (ISR) is to inculcate social awareness among faculty and students.

10.15 Active Industry Institute Interaction

An active Industry Institute Interaction Cell (III Cell) has been functioning in the College. The function of the Cell is to promote closer interaction between the academia as well as industries to make a broader linkage with the institution.

10.16 Carrier guidance

Career guidance process helps students to understand their strengths and weaknesses. It also provides an idea for developing their personality developments and also possessing skill set.

10.17 Discipline coordinator /Anti Ragging Committee

Anti Ragging committee is always carefully watching all the students in the campus once they get admitted. To conduct meeting whenever required and discuss relevant issues, in consultation with the authority of the Institution.

10.18 Syllabus coordinator

Academic Coordinators are responsible for effective implementation of curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.

10.19 Feedback coordinator

The Feedback Coordinator plays a major role in strengthening the quality of education by collecting feedback from all employees and discuss the matter immediately. The solved problem will be intimated to all employees for information.

10.20 NET/SLET EXAM coordinator

NET Coordinator facilitates the students to prepare vigorously to quality in the SIET/NET examinations. For that, they have to arrange the special coaching classes apart from their regular studies.

10.21 NPTEL course coordinator

NPTEL coordinator is making awareness on NPTEL courses among staff and students to learn more advanced courses. To take this initiative, the coordinator encourages the staff and students enroll into the NPTEL portal.

10.22 Daily class report coordinator

The Daily class report coordinator ensures that the regular classes are running smoothly and more informative. They have to monitor the effectiveness of each class and inform the outcome of each class to the Head of the Department for information and action.

10.23 Cultural coordinator

Cultural Coordinator reports the events of the cultural theme to the Principal via the Director for conducting program in the college premises. For that, they have to identify, a team of students who excel in the cultural activities.

11 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Mother Terasa College of Arts and Science Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Mother Terasa College of arts and Science policies I should direct them to my Class Coordinator or the Administrative Office.

I know that Mother Terasa College of Arts and Science policies and other related documents do not form a contract of admission and are not a guarantee by Mother Terasa College of Arts and Science the conditions and benefits that are described within them. Nevertheless, the provisions of such Mother Terasa College of Arts and Science policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

Student's Printed name

Student's Signature

Date