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STANDARD OPERATING PROCEDURE (SOP)

STANDARD OPERATING PROCEDURE (SOP)

Chapter-1: PRELIMINARIES

1.1. Title, Commencement & Application

1.1.1. The College Manual of the St. Thomas College of Arts and Science (STCAS) shall be called as 'St. Thomas College of Arts and Science Standard Operating Procedure'.

1.1.2. This shall come in to force from January 1, 2019 with the approval by the Trust Board of STCAS 1.1.3. This shall apply to all the Heads of Departments, Staff (Teaching and Non-teaching) and students of the STCAS.

Chapter 2: ABOUT THE COLLEGE

2.1. Motto

The motto of St. Thomas College is 'Let there be light' (Genesis 1:3). We believe that enlightenment through learning and the growth of knowledge leads us to an awareness of a creative spirit. This, in turn, breaks through the darkness of ignorance, fear and despair to bring the light of truth, love and hope. It turns us away from introspection and self-interest, to an awareness of the "other", to further dimensions of life, to our responsibility to share the light with others.

2.2. Mission and Values

Our mission is to provide a learning environment in which the students of St. Thomas College will have the greatest possible opportunity for academic achievement, intellectual development, and personal growth in a supportive spiritual environment which recognises the rights of individuals to their individuality, while encouraging them to develop a sense of community belonging, a sense of worth and a set of high ethical and professional values. We strive to uphold the following values.

- High academic standards with encouragement of all-round excellence
- Equality of respect for women and men of all backgrounds
- Critical and creative thinking
- Leadership
- Spiritual reflection
- Integrity and ethical conduct A balanced approach to life
- International and inter-cultural awareness
- Tolerance and respect for diversity
- Compassion for the less fortunate
- Working in harmony with others and resolving conflicts
- A life-long aspiration to grow as a person and to serve the community

The primary goal of the institution is to motivate each of its students to become a competent, responsible, self-reliant and holistic and socially committed individual.

2.3. Governing Board Members

2.3.1. Trust Deed: The College is governed as per the Trust Deed.
2.3.2. This College is managed by the St. Thomas Orthodox Syrian Cathedral Parish Trust.

The Governing Board consists of the following:

a) Chairman
b) Vice Chairman
c) Secretary
d) Treasurer and
e) 14 Governing Board Members

2.3.3. Sub-Committees: The Governing Board approves the appointment of various sub committees. The Secretary and Treasurer will be members in all the sub-committees formed. Functions of the various sub-committees are given below:

Finance Committee
1. One Governing Board member will be the Convenor.
2. Committee will scrutiny the finance proposals.
3. Report of matters discussed decisions taken at the committee meetings will be presented in the Governing Board meeting.

Appointment & Placement Committee

1. One Governing Board member will be the Convenor.
2. Appointment of staff (Teaching and Non-teaching) will be done by the committee.
 3. Report of matters discussed/decisions taken at the committee meetings will be presented in the Governing Board meeting.

Students Admission Committee
1. One Governing Board member will be the Convenor.
2. The committee will finalise budget for advertisements during admissions
3. Report of matters discussed/decisions taken at the committee meetings will be presented in the Governing Board meeting.

Purchase Committee
1. One Governing Board member will be the Convenor.

2. The communice will scrutinise the purchase requirements.

3. The committee will approve the lowest and quality quote for various purchases

4. Report of matters discussed/decisions taken at the committee meetings will be presented in the Governing Board meeting.

Infrastructure Development Committee

1. One Governing Board member will be the Convenor.

2. The committee will discuss and approve infrastructure development works.

3. Report of matters discussed/decisions taken at the committee meetings will be presented in the Governing Board meeting

Centenary Building Committee

1. The committee will monitor the progress of work at centenary building

2. Report of matters discussed/decisions taken at the committee meetings will be presented in the Governing Board meeting.

2.4. Courses Offered

COURSES OFFERED IN SHIFT-I

Under-Graduate Courses

1. B.B.A.
2. B.C.A.
3. B.A. English Literature
4. B.Sc. Computer Science
5. B.sc Computer Science (Data Science)
6. B.Sc. Electronic Media
7. B.Sc. Visual Communication
8. B.Sc. Mathematics
9. B.Sc. Psychology
10. B.Com. (General)
11. B. Com (Corporate Secretaryship)
12. B.com (Accounting & Finance)
13. B.com (Bank Management)

Post-Graduate Courses

1. M.sc Visual Communication
2. M.sc Electronic Media
3. M.com

COURSES OFFERED IN SHIFT-II

1. B.Com. (General)
2. B.com (Corporate Secretaryship)
3. B.com (Accounting & Finance)
4. B.com (Computer Application)
5. B.com (Bank Management)
6. BCA
7. B.sc Computer Science
8. BBA

Chapter 3: RULES AND REGULATIONS APPLICABLE TO STUDENTS

3.1. Admission and Withdrawals

3.1.1. The Admission Committee shall scrutinise the applications and send provisional admission letter.

3.1.2. The Principal will approve the admission of a candidate.

3.1.3. An applicant who is selected for admission should submit the following documents:
  (a) Original Transfer, Conduct certificates from the school or college they attended last
  (b) Original mark statement and other certificates as indicated in the interview card
  (c) Photocopy of Community Certificate

3.1.4. Candidates with qualifications from other Universities or Board should produce an eligibility certificate issued by the University of Madras at the time of admission.

3.1.5. The College does not take donations/capitation fees for admissions. All instances of demand for donations must be reported to the Principal in writing.

3.1.6. Students who are found to have obtained admission by false representation or wrong Information will be summarily dismissed with forfeiture of all fees paid by them.

3.1.7. No student will be enrolled or permitted to attend classes until all the prescribed fees have been paid.

3.1.8. A student once enrolled for a course is expected to complete the same. He/she cannot withdraw from the college without informing the Principal in writing. Any student who wishes to leave the college during the middle of the academic year due to any reason will have to pay the whole course fees and any fees paid by him/her will not be refunded.

3.1.9. Fees due to the college will not be adjusted against the award of any scholarship that is expected from any of the agencies. Late payment of fees will incur a fine as determined by the college.

3.1.10. The college authorities reserve the right to cancel the admission of a student at any point of time without returning the fees, if there is any discrepancy between the certificates produced and the entries in the application or any suppression of facts is discovered.

3.2 Fee Regulations

3.2.1. The academic year for the purpose of fees has been divided into two terms/semesters.

3.2.2. Every student shall be liable to pay the whole fee for each term as long as his/ her name is on the rolls of the College. 3.2.3. The first term fee of each academic year has to be paid before 30 June and the second term before 30 November, every year.

3.2.4. If a student leaves the college during the semester, he/she shall have no right to claim remission of any portion of the term fees,

3.2.5. The defaulters can pay fee with fine (late fee) as decided by the Principal. 3.2.6. Principal shall remove the names of the defaulters after serving due notice thereof.

3.2.7. Readmission shall be made on payment of prescribed fee. 3.2.8. Those who do not pay the fees will not be allowed to appear for the University examination.

3.2.9. Discount on fee for those who pay on yearly basis, shall be decided by the admission committee.

3.2.10. From 2019-2020 onwards, an additional fee of Rs.500 per student will be collected from all students seeking admission towards College Management Software. This shall be collected only once from each student for their entire period of study. 70% of this fund will be contributed for development and maintenance/up gradation of College Management Software and the balance (30%) can be utilised for other purposes like purchase of library books and computers. This should be maintained in a separate account and this fund cannot be utilised for any other purposes. The fee shall be revised whenever required with the approval of the Trust Board.

3.3. Scholarship and Endowments

In order to help the under privileged and marginalised section of our student community, the following scheme of scholarship may be introduced.

3.3.1. His Grace Zachariah Mar Dionysius Scholarship: The college gives financial assistance through **His Grace Zachariah Mar Dionysius Scholarship**, named after the First Bishop of the Madras Diocese. Students belonging to the following category are awarded this scholarship:

(a) Students with good academic record as is recommended by HODs and approved by the Principal.
(b) Economically poor and the Management received recommendation to assist them.
(c) Orthodox Syrian Christian Community.

3.3.2. SC/ST Scholarship scheme of Government of Tamil Nadu shall also be extended to the students as per the norms of Government of Tamil Nadu.

3.3.3. Sports Scholarship: Sports Scholarship through **His Grace Zachariah Mar Dionysius Scholarship** is also given to those categories of students who excel in sports.

3.3.4. Employee Ward Scholarship: This scholarship provides fee waiver for the wards of the employees of St. Thomas College of Arts and Science. The amount of scholarship shall be finalised by the Secretary as per the approval by the Trust Board.

3.3.5. Endowments: Endowments shall be instituted for the benefit of staff and students. Guidelines on instituting such endowments will be recommended by the Trust Board.

3.3.6. Madras University Free Education Scheme (MUFES)

Tuition and other Fees except Examination Fees are waived for FIVE students, based on merit and Economic status (whose parental annual income is less than Rs.2,00,000/-). Names of such students will be forwarded by the University of Madras.

3.4. Leave and Attendance

3.4.1. All the students are expected to attend all classes and secure 100% attendance. However, for unavoidable reasons such as medical, participation in sports, personal reason, etc., students can avail leave after obtaining due permission from the Head of the Department and Principal.

3.4.2. A student shall attend all the five periods of each working day. Attendance shall be taken every period as soon as the teacher enters the class. Students should be punctual to the classes (expected to be inside the classroom at least five minutes before the commencement of the class). 3.4.3. The students absenting themselves without informing the HOD for one or more periods will be considered as absent for the whole day.

3.4.4. The attendance position of the each student will be displayed on the College notice board every month.

3.4.5. Students have to produce medical certificates, if the leave on medical grounds exceeds three days.

3.4.6. Continued absence and irregularity of attendance will entail removal of name from the rolls of the college. A re-admission fee will be levied for the reinstatement of the names in the rolls.

3.4.7. Students should not wander in corridors during working hours.

3.4.8. Students are not allowed to leave the class during working hours and should not leave campus during the breaks. They are advised to make use of the canteen facilities available within the campus.

3.4.9. Leave On Duty (OD): Leave on duty will be given only in the following cases:
    a) Students who are permitted to take part in paper presentations/any academic activity.

b) A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges/institution on a 'first come, first serve' basis and the criteria of 'no arrears' may also be applicable as appropriate.

c) OD application should be forwarded by the respective staff co-ordinator to the Principal through the HOD of Department concerned at least one day in advance.

3.4.10. Attendance Regulations of University of Madras

Category A: Attendance Requirement

All candidates must put in 75% and above of attendance for both UG/PG to appear for end semester examinations (Theory/Practical).

Category B: Condonation of Shortage of Attendance

If a candidate fails to put in the minimum attendance (Percentage stipulated), the Principal shall Condone the Shortage of attendance up to maximum limit of 10% (i.e. between 65% and above and less than 75%) for all UG/PG courses after collecting the prescribed fee of Rs. 250/- each for Theory / Practical examination separately towards the condonation of shortage of attendance.

Category C: Not Eligible for Condonation of Shortage of Attendance

Candidates who have secured less than 65%, but more than 50% of attendance are Not **Eligible** for condonation of shortage of attendance and such candidates will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year / next semester of the course and they may be permitted to take next University examination by paying the prescribed condonation fee of Rs. 250/- each for Theory /Practical separately. Category D: Detained Students for want of Attendance

Candidates who have put in less than 50% of attendance have to repeat the course (byre-joining) for which they lack attendance without proceeding for II/III year as the case may be. Until they re-join the course and earn the required attendance for the particular semester/ year, no candidates shall be permitted to proceed to the next year / next semester of the course under any circumstances. They have to obtain prior permission from the University to re-join the course.

In case of candidates who are admitted from the academic year 2013-2014 earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstances such as medical grounds, such candidates shall produce a Medical Certificate issued by an Authorized Medical Attendant (AMA), duly certified by the Principal of the college, and shall be permitted to proceed to the next semester and to complete the course of study. Such candidates shall have to repeat the semester, which they have missed by re-joining after completion of final semester of the course& by paying the fee for the break of study as prescribed by the University from time to time.

3.5. Dress Code

Students are strictly instructed to adhere to the following dress code while attending the college.

3.5.1. All students must be neatly and modestly dressed.

3.5.2. Boys should wear formal outfits, like shirts and pants. Girls should wear salwarkameez/chudidhar with dhupata or saree.No other dress is permitted.

3.5.3. Students are instructed not to wear jeans, torn jeans, T-shirts, tight-fitting dress, low waist pants, pants with too many pockets, leggings, western outfits, transparent net dhupata, short tops, sleeveless dress, tops with net sleeves and similar dress.

3.5.4. Boys should trim their hair neatly. Long hair, growing beard, colouring/bleaching the hair, wearing stud earrings, fancy belts and beard are not allowed. Girls should tie their hair beyond shoulder length. Loose hair, colouring/bleaching the hair are not allowed.

3.5.5. In case of violation of above rules, the student concerned will not be allowed to attend the classes; they will be marked absent and action will be taken.

3.6. Identity Card

3.6.1. All students will be issued a College Identity Card after the admission into college.

3.6.2. Every student should wear his/her identity card (in an easily noticeable way) compulsorily when they are in the class and college campus.

3.6.3. ID card should be shown on demand to any teaching staff or security personnel.

3.6.4. In case of loss/damage, student should obtain duplicate ID card after paying prescribed fee immediately.

3.6.5. Student with proper ID will only be allowed to enter the College Campus and attend the class.

3.7. Disciplinary Rules

3.7.1. Student Decorum

a) An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should behave with proper discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.

b) Every student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the institution in which he/she is undergoing the course.

3.7.2. General Conduct

a) Students should use decent language and abstain themselves from using profane language, offensive body language and any form of discriminatory expressions.

b) All students must deter from indulging in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status. physical or mental disability, gender identity, etc.

c) Engaging in disorderly, lewd or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the College are strictly forbidden.

d) Students are expected to be courteous and polite in dealing with fellow students. faculty members and administrative staff.

e) Disrespect for teachers and other college staff both Teaching and Non-Teaching will entail serious disciplinary action.

f) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

g) Students should not engage in any trade or business activities within the college premises.

h) All students must deter from activities mentioned in clauses below that are considered as acts unbecoming of a student which are punishable.

   1) Any kind of inducement to any employee of the institution expecting undue favour,
   2) Displaying any poster or distributing any pamphlet inside the campus of the institution without the approval of the authorities.
   3) Sending petitions of complaints to outside individuals/ establishments without the approval of the authorities and without exhausting all the available redressal mechanism. 4) Theft or unauthorized access to others resources.
   5) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the College.
   6) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
   7) Any other conduct opposed to decency and public morals.

i) Character and conduct certificates cannot be claimed as a matter of right. The principal may refuse to issue these certificates without assigning any reason.

j) Entry into and exit from the College and hostel should only be through

designated points/gates.

3.7.3. Circulars/Notice

Students must read the circulars displayed on the Notice Boards regularly. Ignorance of circulars/notices duly displayed on the Notice Boards shall not be accepted as an excuse for non-compliance.

3.7.4. Mobile Phones/Other electronic devices
Carrying and use of mobile phones and other electronic devices within the college premises
are strictly forbidden.

3.7.5. Protecting College Property

a) Students are collectively responsible for protecting the property of the College. Any damages, wilfully or otherwise caused, should be made good by the students' community in a
class or the college as a whole by way of common fine.
b) All students must deter from indulging in intentionally damaging or destroying College property or property of other students and/or faculty members

3.7.6. Demonstrations and Strikes

a) Students shall not indulge in demonstrations and strikes inside and outside the college.
b) Students shall not participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging their duties.

3.7.7. Political Activity

Political activity of any form inside the campus is punishable.

3.7.8. Joining/Forming Associations

a) Students shall not join or continue to be a member of any non-academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the Institution.

b) Students should not form any unions / associations based on politics, religion, caste, region, etc. Any clubs formed with the express permission of the Principal shall contribute to the constructive development of students.

3.7.9. Alcohol, Drugs and Weapons

a) Smoking in the campus is strictly forbidden. The college campus has been declared as a "No Smoking Zone." Strict disciplinary action will be taken against students found indulging in smoking.

b) Possession and consumption of alcohol and illicit drugs inside the premises of Institution is strictly prohibited.

c) Students found inside the premises of Institution in a state of intoxication are liable for punishment.

d) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy inside the premises of Institution is prohibited.

3.7.10. Collection of Funds

Students shall not raise any fund or make any collection in cash or kind without the prior and written consent of the HOD, Principal and Management.

3.7.11. Connection with Press/Radio/Television any Other Media

a) Students are not permitted to give press/media release without the prior permission of the College authorities.

b) Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.

c) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission from the college authorities.

d) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.

3.7.12. Parking a vehicle

a) Student cannot claim parking space as a matter of right. Student shall park their vehicle in the space provided.

b) The following are strictly forbidden

    i) Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles.

    ii) Rash driving on the campus that may cause any inconvenience to others.

    iii) Standing in parking places and chatting during class hours.

3.7.13. Off-campus Behaviour

a) Student behaviour both inside and outside the college should be marked by self-dignity, courtesy and respect for elders.

b) College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this regulations, as if the conduct has
occurred on campus which shall include

i) Any violations of the Sexual Harassment Policy of the College against other students of the College.
ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College.
iii) Possession or use of weapons, explosives, or destructive devices off-campus.
iv) Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.
v) Misbehaviour in the public transport system, causing damages to public properties. disrupting traffic or causing annoyance to the public in any form. vi) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3.7.14. Rules Governing Laboratory and Studio

a) Footwear is not allowed inside the laboratories like Computer laboratories, Visual communication studio, Electronic media labs, etc.
b) Equipment used should be kept in their proper places and protected against dust and damage.
c) No floppy/CD/DVD/Pen drive shall be brought from outside into the computer labs.
d) Floppies/CD/DVD/Pen drive, which belongs to the college, shall not be taken out under any circumstances. Hacking of any computer programme is illegal.
e) Printouts for study purposes shall not be taken without the permission of the staff in-charge of the laboratories, and without meting the cost of material, notes shall not be printed.
f) Equipment in the Visual Communication Studio shall not be taken out without the permission of the HOD/Principal, nor can it be used for personal and private purposes.
g) Each student will be permitted to use only the computer system which is allotted to him or her. He or she shall use it throughout the academic year.
h) Private belongings, books and other materials, including food packets shall be left outside before entering the lab or studio.
i). No private work shall be done with the use of the college equipment either in the studio or in the computer labs.

3.8. Punishment and Discipline Committee

3.8.1. If there is any complaint against student for a possible breach of code of conduct/violation of college rules and regulations, it will be referred to college discipline committee who will inquire into the alleged violation and accordingly suggest the action to be taken against the said student in consultation with the Principal.

3.8.2. The composition of the College Disciplinary Committee is as follows:

Principal -Convener
Head of the respective Department
One lady faculty representative nominated by the Principal
One SC/ST faculty representative nominated by the Principal

3.8.3. The College Disciplinary Committee may enquire the students to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct to the Principal. Principal's decision is final in this aspect.

a) **WARNING**- Indicating that the action of the said delinquent student was in violation of the rules and regulations and any further acts of misconduct shall result in severe disciplinary action.

b) RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

c) **MONETARY PENALTY** It may also include suspension or forfeiture of scholarship/fee concessions for a specific time period.

d) **SUSPENSION**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various facilities unless permission is obtained from the HOD/Principal. Suspension may also be followed by possible dismissal of student.

e) **EXPULSION** - Expulsion of a student from the College permanently indicating prohibition from entering the College premises or participating in any student related activities, etc.

3.9. Anti-Ragging Policy

3.9.1. St. Thomas College of Arts and Science have zero tolerance towards ragging. Ragging in any form is strictly forbidden, and severe action will be taken against those who indulge in such activity as per the Tamil Nadu Prohibition of Ragging Act No.7 of 1997. 3.9.2. Anti-Ragging Committee

The College should have an Anti-Ragging Committee with the following as its members:

Principal-Convener
Vice-Principal (Shift 1 and Shift II)
Senior Faculty (Women)
Senior Faculty (Men)
Senior Student (Boy)
Senior Student (Girl)
Inspector of Police

3.9.3. Duties and Responsibilities of Anti-Ragging Committee

a) An exclusive ragging complaint box is kept at the College Reception to enable the students to air their complaints in case of ragging.

b) At the beginning of the classes for the first year, special poster campaigns will be displayed at vantage points about the directions of the UGC and the Courts regarding the disciplinary action taken for ragging. Campaigns are conducted to sensitize the students to keep them away from the said social evils.

c) Specific instructions are given by the Principal to the Counsellors to counsel the students to desist from ragging. A list of students who need counselling to be submitted to the Assistant Counsellor of the College now and then.

d) Warnings of stringent disciplinary action against ragging are notified to students in the class rooms and the rules of the government regarding this are displayed in the notice board to discourage them from indulging in this anti-social activity.

e) The Anti-Ragging Committee of the College shall recommend to the Principal appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature & gravity of the incident of ragging.

f) Principal's decision is final in this aspect.

3.9.4. Anti-Ragging Squad

a) Anti-Ragging Squad is constituted consisting of faculties from various departments to render assistance to Anti-Ragging Committee and students. The members are nominated by the Principal for a maximum period of one year subject to the condition that they should not misuse the system and should not take undue advantage of it. They should cooperate with Anti-Ragging Committee and Principal. If found any violation, either the squad members will be revised or squad itself shall be dissolved.

b) The Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions.

c) Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging and also make surprise raids in class-rooms, canteen and other hotspots in the College.

d) The Squad can investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.

e) If there is any complaint on ragging, it will be referred to college Anti-ragging committee who will inquire into the alleged violation and accordingly suggest the action to be taken against the said student in consultation with the Principal. The Anti- ragging Squad by itself should not take any decision in this matter.

3.9.5. Legal Framework on Ragging

a) Ragging in any form is strictly prohibited and will be dealt seriously by the College authorities. The College has a proper redressal mechanism in place to deal with ragging. In case of ragging, student will be issued a Transfer Certificate immediately and a police compliant will be lodged to take suitable action as per the Tamil Nadu Prohibition of Ragging Act 1997.

b) Ragging constitutes one or more of any of the following acts:

   1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

   2. Indulging in rowdyism or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

   3. Asking any student to do any act which such student will not, in the ordinary course, do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or mind of such fresher or any other student.

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8. Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

9. Any act that affects the mental health and self-confidence of a fresher or any other student.

c) As per the UGC recommendations:

"If any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel the student from the institution".

3.10. Women's Sexual Harassment Redressal Cell

3.10.1. One senior woman faculty shall be nominated by the Principal as a Co-ordinator of this Cell. She has to oversee complaints regarding any kind of harassment of women and report to the Principal for decision making.

3.10.2. College discourages any form of harassment based on gender and encourages students to give respect to fellow students without any discrimination.

3.10.3. While there may be free consultation between men and women students during class hours, emotional involvement between two persons, which is detrimental to studies, may be punished with dismissal.

3.10.4. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

3.10.5. If there is any kind of harassment, the College authorities would deal with the matter severely and accord due punishment.

3.10.6. The Cell will also look into the complaints received from staff members, if any.

3.11. Grievance Redressal Cell

3.11.1. One senior faculty shall be nominated by the Principal as the Convenor of this Cell. He/she has to oversee complaints and report to the Principal for decision making.

3.11.2. The functions of Grievance Redressal cell are:

(i) To deal with matters relating to the redressal of genuine and valid grievances of the students concerning all academic and examination related matters and suggest corrective measures.

(ii) To make a systematic enquiry into any written complaint lodged by any student regarding his/her continuous internal assessment or Final examination mark and to suggest appropriate corrective actions.

3.11.3. The letter of Grievance will contain the name, roll number and class of the student and be duly signed with date. The letter of grievance may be handed over to the Convenor.

3.11.4. The Convenor of the Grievances cell shall collect and number the letter serially, go through the letter and arrange for the redressal of grievance of the students and report the same in the monthly meeting of Grievance Redressal Cell.

3.12. Industrial visit and Educational Tour

3.12.1. Industrial visits: The HOD shall forward the request to the Principal for arranging industrial visits of students. Maximum two industrial visits may be arranged for a class in every semester.

3.12.2. Education Tour: Educational tour shall be arranged only to the final year students. Guidelines for organising such tours may be recommended by the Principal. It is not compulsory.

3.12.3. Management is not responsible for collection of money towards tour expenses. Head of the concerned department is responsible for arranging tour for their students.

3.12.4. Management is not liable in any way for any mis-happening- accidents / loss of life/injury or abduction/fire while on tour/excursion/holiday tour for both students and staff.

3.12.5. The Staffs who are escorting the students for either Industrial visit or Educational tour will be decided only by the concerned HOD on rotation basis in consultation with the Principal. They are responsible to take care of the safety and security of students throughout the visit/tour.

3.12.6. The department should not arrange any visit/tour for their students even during holidays without the staff.

3.12.7. The visit/tour may be permitted only with the prior permission from the concerned HOD and Principal and to submit a report after the event is over.

3.13. Counselling Cell

3.13.1. One full-time faculty will be nominated by the Principal as an Assistant Counsellor.
He/she invites a qualified professional counsellor to meet the students periodically, at least once in a semester.

3.13.2. Students who require counselling may be recommended by the Department HODs and submit a list to the Assistant Counsellor of College to proceed further.

3.13.3. Counselling gives the students a chance to talk their minds. It enables them to understand the cause of anxiety more rationally and helps them to cope and deal with difficult situations.

3.13.4. All the matters discussed during the counselling are kept confidential.

3.13.5. The Cell may be permitted to conduct counselling only with the prior permission from the Principal and report of such meetings should be submitted to him confidentially soon after the counselling.

3.14. Placement and Training Cell

3.14.1. One faculty shall be appointed by the Principal as the co-ordinator for placement and training cell.

3.14.2. The Cell should arrange for training, summer internships and students placement through campus recruitment by inviting leading national and multi-national companies and provide job opportunities for our students.

3.14.3. The Cell may be permitted to conduct programmes only with the prior permission from the Principal and report to him after the event is over.

3.15. Entrepreneurship Development Cell [EDC]

3.15.1. One Senior faculty member shall be nominated as a Co-ordinator of the Cell. He/she shall conduct Entrepreneurship Development programmes periodically in order to foster innovation and promote entrepreneurial skills among the college students.

3.15.2. Entrepreneurship Development Cell strives to inspire and integrate a culture of innovation to help budding entrepreneurs realize their dreams to start up their own enterprises.

3.15.3. It refines the entrepreneurial skills like idea generation, opportunity evaluation, business modeling, cash flow, forecasting, negotiation & sales skills through hands on training, programs, mentoring and campus start-ups.

3.15.4. Further, it is also working towards building the leadership skills among the students to enhance their entrepreneurial competencies.

3.15.5. The Cell may be permitted to conduct ED programmes only with the prior permission from the Principal and report to him after the programme is over.

3.16. Alumni Association

3.16.1. Members of Alumni association shall be nominated by the Principal.

3.16.2. There shall be minimum of one alumni meet during each academic year.

3.16.3. Rules and regulations of Alumni association shall be recommended by the Principal and approved by the College Trust Board.

3.16.4. The association may be permitted to conduct Alumni meet only with the prior permission from Principal and report to him after the meet is over.

3.17. National Service Scheme (NSS)

3.17.1. One senior teaching faculty shall be nominated as NSS programme Officer/Coordinator for each unit separately by the Principal.

3.17.2. The NSS Unit of the College organizes regular and special camps related to health and hygiene, literacy, environment, personality development, etc. for the development and welfare of Nation.

3.17.3. These camps are usually held in college/outside the college/in the adopted villages. These involve student volunteers in various youth-related seminars, workshops and training programmes.

3.17.4. NSS Unit deputes volunteers to various Inter State Camps, National Integration Camps and also Inter State and National Cultural Festivals by the NSS officers with the approval from Principal.

3.17.5. The NSS may be permitted to conduct Programmes only with the prior permission from the Principal and report to him after the event is over.

3.18. Cultural Fest/Celebrations

3.18.1. There shall be one cultural co-ordinator appointed by the Principal who will organise cultural fest within the college premises as well as send students to other institutions to take part in the cultural fest organised by other institutions.

3.18.2. There shall be two cultural fest organised by the College in an academic year. One, THOMFEST, an inter-collegiate cultural fest and THOMTALENTIA, an inter-departmental cultural fest.

3.18.3. The rules and regulations of each fest may be prepared by cultural co-ordinator and approved by the Principal.

3.18.4. All students are expected to take part in cultural fest and other celebrations organised by the College.

3.18.5. Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day. Holi, etc. within the College campus.

3.18.6. The fest/celebrations may be permitted only with the prior permission from the Principal and report to them after the event is over.

3.19. Sports and Games

3.19.1. One full time faculty shall be appointed as the Physical Director to co-ordinate for sports and games activities of the college.

3.19.2. For the promotion of sports, the College provides various facilities and encourages students to take part in various sports activities.

3.19.3. Students who are interested in sports and games may contact Physical Director of the college for further process.

3.19.4. Students' selection for sports & games and sending them for such activities shall be done only with the approval of Principal.

3.20. Internal Assessment and Semester Examination

3.20.1. There shall be two internal assessments and one model examination for each semester. The duration and maximum marks shall be finalised by the Principal.

3.20.2. End semester examination shall be conducted as prescribed by the University of Madras.

3.20.3. All students should get registered for the end semester examination.

3.20.4. A student who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October/November or April/May. However, students who have arrears in Practical

examinations shall be permitted to take their arrear Practical examinations only in the respective semester.

3.20.5. The marks secured in the internal, soft skills, non-major electives, laboratories, etc. should be discussed by the concerned HOD with the Principal periodically and final entry to be done only after his finalization.

3.20.6. If any student is detained from the end semester examinations due to lack of attendance, non-payment of tuition and exam fees or any other reason must be reported to the Principal immediately.

3.20.7. No student should be punished for the personal reason of faculties. 3.20.8. Principal's decision is final in this aspect.

3.21. Communication to the Parents

3.21.1. Parents/Guardians are requested to co-operate with the College authorities in the formation of good character/discipline of their wards in maintaining regularity in attendance, progress in studies, etc.

3.21.2 Warning letters will be sent to the parents of the students who are irregular to college. Parents/Guardians are advised to check in person with the HOD/Principal periodically regarding the progress/attendance/behaviour of their wards.

3.21.3. Report on the performance in academics of the students will be communicated to the parents through post.

3.21.4. Change of address and/or change of contact number should be communicated immediately to the Principal/HOD in writing.

3.21.5. The parents/Guardians are requested to respond to all college communication immediately without any failure/delay for the refining of your wards. Otherwise your ward will be under pressure.

Chapter 4: LIBRARY RULES

4.1. Librarian
One full time faculty shall be appointed as Librarian to take care of the entire library activities.

4.2. Membership
Membership is open to all the faculties, staff members and students of St. Thomas College of Arts and Science.

4.3. Working Hours
The working hours are 8.30 am to 6.00 pm.

4.4. Holidays
All Government Holidays/College are declared Holidays.

4.5. General Rules inside the Library
4.5.1. Absolute silence must be maintained in and around the library. Loud consultations, animated conversations, etc. are strictly prohibited inside the library.
4.5.2. All personal belongings shall be left outside the library before entering.
4.5.3. Library personnel are not responsible for the missing/loss of personal belongings of members.
4.6. Lending of Books
4.6.1. Every member is entitled to borrow five books at a time for a period of 30 days from the Library.
4.6.2. Members are responsible for all the books borrowed on their cards.
4.6.3. Members, before leaving the counter, must check whether the books they intend to borrow are in good condition; any damage/marking in the books should be immediately reported to the Librarian, failing which the member to whom the books were issued will be held responsible.
4.6.4. No book shall be checked-out unless proper entries are made in the issue register and the borrower's signature is appended.
4.6.5. Reference books, periodicals, journals and newspapers shall not be taken out from the library under any circumstances. 4.6.6. No Furniture or any property which belongs to the library shall be taken out without the permission of the Librarian and Principal.

4.7. Overdue Charges

4.7.1. Books borrowed shall be returned on or before the due date of return.
4.7.2. Two renewals will be permitted if there are no reservations against these books. For renewal, the books have to be produced at the library counter.
4.7.3. A fine shall be charged and collected from the members on daily basis for the non-renewal/return of books before the due date. Longer delay in return will entail forfeiture of library membership as well as heavy fines.
4.7.4. Absence from College will not be ordinarily accepted as an excuse for delay in the return of books.

4.7.5. The librarian should remit the collected fine amount to the Accounts Officer at the end of every week after the discussion with Principal.

4.8. Damage/Loss of Books

4.8.1. Books dog-eared, mutilated, torn, scribbled or otherwise damaged, etc. must be replaced with new copies (latest edition) by the borrower.

4.8.2. Books lost must be replaced or two times the present cost of the book shall be paid as fine.

4.8.3. Arrears of fines, non-return and non-replacement of books will lead to prevention from taking the University examinations.

4.8.4. List of defaulters shall be prepared and submitted to the Principal every month by the Librarian.

4.8.5. All library complaints will be resolved by the Librarian. In case of unsolved complaints, the Librarian will refer the matter to the Principal. The decision of the Principal is final in all such complaints.

4.8.6. Violation of any of the library rules will entail serious disciplinary action.

4.9. Requirement of Books

4.9.1. The requisition for the purchase of new books and subscription to journals should be raised by the Heads of Departments in consultation with the department staff.

4.9.2. The Librarian will arrange for the purchase of books after getting approval from the Principal without any delay.

4.9.3. The Librarian shall positively buy books/journals, etc. from the concerned publishers to the extent possible. Minimum three quotations must be obtained from the sellers, if purchased from other publishers.

4.9.4. The Librarian shall prepare the comparative quotations with the maximum discount offered and submit it to the principal for approval.

4.9.5. The requisition should be submitted by the department at the end of every academic year and books to be purchased by the Librarian before the starting of following academic year.

4.10. Internet Facility

4.10.1. Computer with internet connectivity is available at the Library for the students only. They should use the computers only for the academic purposes. It can be used during the working hours of the Library only.

4.10.2. The Librarian should maintain a log book for the use of computer.

4.10.3. No amount shall be charged for the use of computer and internet. However, taking Black and White printout is chargeable at Re.1 per page (amount as may be changed from time to time).

4.10.4. The Librarian should remit the collected amount for printouts to the Accounts Officer at the end of every week after the discussion with Principal.

Chapter-5: FACULTY AND STAFF

5.1. Appointment and Probation

5.1.1. The appointment to any regular post (both Teaching and non-Teaching) in the College during probation is strictly temporary for a period of one year from the date of joining duty.

5.1.2. On successful completion of the probation period, the services of staff member will be confirmed as per the terms of appointment.

5.1.3. After assessing the performance of staff during the probation period, he/she may be considered for regular appointment and if found satisfactory, new appointment order shall be issued for his/her continuation as a permanent staff.

5.1.4. In case, the performance of a staff member is not satisfactory during the probationary period, the probation period of staff member may be extended for one more year or the services may be terminated. The decision shall be taken on 'case by case basis, on merit by the Secretary based on recommendations of the Principal.

5.1.5. The rule of probation shall not apply to appointments made on leave vacancy or contract or on daily wage basis.

5.1.6. Staff members should not engage in any other employment either on whole-time or part-time basis.

5.2. Protocol for Appointment

5.2.1. Generally, College appoints the faculties based on the interview conducted by the University Panel.

5.2.2. Whenever the vacancy arises in any department, the College gives an advertisement in prominent newspapers at the end of each academic year after approval from the Secretary. The Principal will send requisition to the University of Madras to send the University Panel for recruitment.

5.2.3. University panel members and date of interview need to be confirmed and intimated to the Secretary, Convenor, Members of Appointment Committee and respective Heads of the Departments.

5.2.4. If the required number of faculties was not selected by the University Panel from the candidates who have attended interview, the College Appointment Committee consisting of Convenor, Secretary, Principal and HOD can select and appoint the faculty members for the respective department.

5.2.5. In case of emergency appointments, Principal and HOD can scrutinise applications and conduct the interview and appoint the faculty members after getting approval from the Secretary. Under any circumstances, delay in appointment process should be avoided.

5.2.6. With regard to appoint of supporting staff, the same should be done after intimating Secretary and appointment should be carried out by Principal and Vice-Principals.

5.2.7. Based on the requirements submitted by the Manager/Principal, the Secretary will approve for the appointment of non-teaching staff. Secretary shall provide the minutes to the Convenor of Appointment Committee for approval and presentation during next meeting of Board of Trustees.

5.2.8. After the interview is over, Principal should minute the proceedings of the interview process in co-ordination with Assistant Administrative Officer. The minutes should be sent to Secretary and Convenor of Appointment Committee for Approval purpose. Copies of

the same shall be provided to AO and AAO for record keeping and fixing salary as per existing norms.

5.2.9. Once appointed, he/she has to work in the college at least a minimum of one academic year.

5.3. Pay Scales

All appointed candidates both teaching and non-teaching are governed by the pay scales (pay
band) approved by the college management from time to time.

5.4. Retirement/Superannuation
5.4.1. The age of retirement of a staff member is 58 years only.
5.4.2. The age of superannuation of the Principal shall be as per the norms of Government of Tamil Nadu and University of Madras and presently, it is 62 years.

5.5. Resignation

5.5.1. If a staff member (Teaching or Non-Teaching) intends to resign from this College, he/ she shall give either one month's notice in advance through HOD or pay one month's salary to the College in lieu thereof. The one month notice period shall be co-terminus with the year only. Under any circumstances, a staff member shall not be relieved in the middle of the academic year.
5.5.2. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the college management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of staff member.
5.5.3. Notice pay and notice period is not applicable to a staff on long-leave. They shall be relieved from the service at the discretion of the Management and Principal.

5.6. Termination of Service
5.6.1. A newly appointed staff shall be terminable during the first three months of their service by the Management without giving notice in advance or substituting it by salary.
5.6.2. The College can terminate any staff member by giving him/her one-month notice at any time for the dissatisfaction with his/her academic performance and violation of college rules and regulations.

5.7. Service Certificate/Relieving Order
5.7.1. Staff member who wants to leave the college should submit formal resignation letter to the Principal only through HODS least one month before the end of each academic year and get it approved by the College Management.
5.72. After the approval from the College Management, he/she is to get "No Due Certificate" and submit it to AO through Principal.
5.7.3. On the satisfactory completion of relieving process, every permanent staff member shall be entitled to a service certificate/relieving order and get back their original qualifications and previous experience certificates, if any.

5.8. Teaching Days

5.8.1. In an academic year, the College must have at least 180 days of teaching (90 days per semester), i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week.

5.8.2. Of the remaining period, 12 weeks may be devoted to admission and examination activities and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

5.9. Workload

5.9.1. The workload of a full-time teacher should not be less than Forty hours a week for thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the College.

5.9.2. The direct teaching-learning work load should be as follows:

Head of the Department (HOD) - 14 hours per week

Assistant Professor/Lecturer - 18 hours per week

5.9.3. Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

5.9.4. Any relaxation on direct teaching-learning hours is the sole discretion of the Principal.

5.10. Dress Code

Staff members are expected to adhere to the following dress code while attending the college.

a) Male staff should wear formal outfits, like shirts and pants neatly tucked.

   Female Staff member should wear sarees.

   No other dress is permitted.

b) Male staff should trim their hair neatly and shave their beard. Long hair, colouring/bleaching the hair, wearing stud earrings and fancy belts are not allowed. Female staff should tie their hair beyond shoulder length. Loose hair, colouring/bleaching the hair are not allowed.

5.11. Staff ID card

5.11.1. All staff members are required to wear their identity cards compulsorily whenever they are in the class and College campus (in an easily noticeable way).

5.12. Use of Mobile Phone

5.12.1. Carrying and use of mobile phone inside the class-room and before the students is strictly prohibited.

5.12.2. Use of mobile phone inside the staff room for academic purposes may be permitted.

5.13. Code of Professional Ethics (As per UGC)

5.13.1. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large.

Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
(ii) Manage their private affairs in a manner consistent with the dignity of the profession.
(iii) Seek to make professional growth continuous through study and research.
(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
(v) Maintain active membership of professional organisations and strive to improve education and profession through them.
(vi) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
(vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
(ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as, assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation, and
(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

5.13.2. Teachers and Students

Teachers should
(i) Respect the rights and dignity of student in expressing his/her opinion.
(ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
(iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

(v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.

(vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.

(vii) Pay attention to only the attainment of the student in the assessment of merit. (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

(ix) Aid students to develop an understanding of our national heritage and national goals and (x) Refrain from inciting students against other students, colleagues or administration.

5.13.3. Teachers and Colleagues

Teachers should

(i) Treat other members of the profession in the same manner as they themselves wish to be treated.

(ii) Speak respectfully of other teachers and render assistance for professional betterment.

(iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities and allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

5.13.4. Teachers and Authorities

Teachers should

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.

(vi) Adhere to the terms of appointment.

(vii) Give and expect due notice before a change of position takes place

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5.13.5. Teachers and Non-Teaching Staff

Teachers should

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

5.13.6. Teachers and Parents

Teachers should

Try to see through teachers' bodies and organisations, that institutions maintain contact with the parents, their students, send reports of their performance to the parents whenever necessary and meet the parents in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution. If no parent, guardian is permitted.

5.13.7. Teachers and Society

Teachers should

(i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
(ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
(v) Refrain from taking part in or subscribing to or assisting in any activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

5.14. Leave Rules

5.14.1. Duty Timings

a) All Staff members (Both teaching and non-teaching) should strictly adhere to their duty hours/timings as already approved by the College Management.
b) The working hours of all teaching and non-teaching staff members shall be recommended by the Principal and approved by the College Trust Board.
c) The duty hours may be changed as per the requirements of college from time to time and the staff members shall follow accordingly.

5.14.2. Attendance

a) All staff members shall mark their attendance by recording their fingerprint in the bio-metric machine. Staff members should also sign in the attendance register kept in the reception soon after recording fingerprint.
b) All staff members are expected to be at their designated place of work during the working hours.

5.14.3. General leave rules

a) Leave being legitimate absence from duty cannot be claimed by employees as a matter of right and will be granted as prescribed by these rules, having regards to the exigencies of work and the grounds on which the leave is sought.
b) A staff member will be eligible for the following nature of leave:
    i) Casual Leave
    ii) Medical Leave
    iii) Maternity Leave
    iv) On-Duty
    v) Earned Leave / Semester end breaks

c) All leave application should be forwarded by the Head of the department to the Principal with his/her recommendation. The Principal will be the final sanctioning authority and his/her decision will be final.
d) For the purpose of leave, "Year" shall mean the Calendar Year commencing on 1st January and ending on 31st December.
e) All the Faculty members are requested to avoid availing leave to the maximum extent possible as their absence from class affects the students' academic career and also puts additional burden on their colleagues.
f) Frequent leave taking without obtaining prior approval and prior arrangement of classes will be viewed seriously and all possible steps will be taken to regularize such irregularities.
g) The Government of Tamil Nadu declares a list of compulsory public / national holidays every year through Gazette Notifications. Such holidays will be non- working days.
h) As an educational institution, it is our duty to encourage and celebrate Days of National significance like Independence Day and Republic Day. All staff are requested to attend such functions voluntarily without consideration of caste, creed and religion and celebrate "Indianness". All such holidays will be paid holidays.
i) Any change in working days/holidays will be communicated to the staff members by the Principal.

5.14.4. Casual Leave
a) During probation

(i) Every staff member shall be eligible for casual leave at one day for each month of service completed. Casual leave cannot be taken for more than two days at a stretch, but it can be prefixed or suffixed with Sundays or Public Holidays.
(ii) No other leave other than casual leave is eligible to a staff member during probation.

(iii) Holidays will also be counted as casual leave when casual leaves are availed before and after the holiday(s) continuously. If no casual leave is available, it will be treated as Loss of Pay.

(iv) Casual leave cannot be carried forward to the next calendar year and shall lapse automatically. Casual leave also shall not be encashable.

b) After probation

(i) The total casual leave granted to a teacher shall not exceed twelve days in a calendar year. Casual leave cannot be taken for more than three days at a stretch, but it can be prefixed or suffixed with Sundays or Public Holidays.

(ii) Casual leave cannot be combined with any other kind of leave.

(iii) Holidays will also be counted as casual leave when casual leaves are availed before and after the holiday(s) continuously. If no casual leave is available, it will be treated as Loss of Pay.

(iv) Casual leave cannot be carried forward to the next calendar year and shall lapse automatically. Casual leave also shall not be encashable.

5.14.5. Medical Leave

a) Leave availed for minor illness will be considered as casual leave only. Medical leave can be availed only in the event of prolonged illness that needs special treatment or isolation.

b) On availing leave on medical grounds, it should be informed to the management immediately with written request.

c) The total medical leave granted to a staff shall not exceed three days in a calendar year. Medical leave beyond three days will be on loss of pay.

d) A staff member who has been granted leave on medical ground shall produce medical certificate of fitness from the authorised government medical practitioners before resuming duty.

e) Medical leave cannot be availed during the probation period.

3.14.6. Maternity Leave

(a) Maternity leave may be granted to a woman teacher for a period not exceeding three months, to be availed of twice in the entire career/service period.

(b) The staff member on maternity leave should re-join the duty immediately after the permitted approved period of leave. If not, new staff member shall be replaced in her place and hence re-joining of staff on maternity leave cannot be guaranteed.

(c) Maternity leave cannot be availed during the probation period.

5.14.7. On-Duty

a) On-Duty may be availed by the Staff member who is authorised by the Principal for the reason of deputation for other works relating to education/ official purposes

b) The concerned staff member should get prior approval from the Principal with valid proof and submit attendance certificate from the concerned institution after the work and then only OD will be approved.

c) Sanctioning of OD shall be at the sole discretion of Principal. It cannot be common to all and it will vary from one staff to another depending upon their involvement in the academies.

5.14.8. Earned Leave/Semester end breaks

a) Since teaching staff enjoy semester end holiday breaks twice in a year as approved by the college management and by the University of Madras, there shall be no earned leave.

b) The duration and dates for the semester end breaks will be finalised by the College Management in consultation with the Principal.

c) On rotation basis, the staff member may be required to undertake Central Evaluation work allotted by the University of Madras and/or admission work allotted by the Principal during the semester end break. Such duties are mandatory for all.

d) In case of emergency, leave of absence from these will require prior approval from the Principal.

5.14.9. Late and permission

a) Based on the College working time and other external factors, the Principal shall decide to condone late coming of staff members' up to first five minutes twice in each month.

b) Permission up to 30 minutes/60 minutes to teaching and non-teaching staff respectively, shall be allowed twice in a month either at the beginning of the day or at the end of the day. This special sanction cannot be carried forward or split into smaller time slots.

c) As there is no half-day leave for teaching staff, late reporting beyond the permission period will be treated as full day of casual leave for each delayed day of attendance

d) However, such late reporting will be treated as half-day of casual leave for delayed day of attendance for non-teaching staff.

e) If there is no casual leave available, it will be treated as loss of pay.

5.14.10. Saturday Leave-Non-Teaching staff

Any one Saturday in a month shall be declared as holiday for non-teaching staff at the discretion of the Manager and Principal provided that Saturday is declared as a non-working day by the Principal for teaching staff and students.

5.14.11. Extended working hours

No Staff member both Teaching and Non-Teaching should stay back and work in the college beyond their working schedule as already decided by the College Management. If necessary, only the principal will decide the matter on case to case basis.

5.14.12. Emergency/Undeclared holiday

Any Notification/Circular issued by the University of Madras declaring any working as a holiday for the College is applicable only to the Teaching staff members. In the case of Non- Teaching staff members, Principal will take a decision in consultation with the College Management.

5.15. Faculty Tour

5.15.1. A one day tour, at the discretion of the Principal, shall be arranged for all teaching and non-teaching staff members preferably on non-working day in each academic year.

5.15.2. The Management shall contribute part of the expenses as approved by the Trust Board and the remaining amount shall be borne by the staff members.

5.15.3. The date and timing of tour will be decided by the Principal on the request received from the tour in charge who will be nominated by the Principal among the staff members every year.

5.16. Induction Program for Staff Members

5.16.1. The induction program for all newly recruited / less experienced staff members of the college shall be conducted at the beginning the each academic year in order to help them understand the college as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their duties and responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the college.

5.17. Staff Welfare Measures

5.17.1. Financial assistance will be provided for attending FDPs, Workshop, professional and administrative development programs, outside STCAS, along with on-duty (OD) within India.

5.17.2. Financial assistance will be provided for book publishing.

5.17.3. Providing financial support towards membership fees of professional bodies.

5.17.4. On-duty will be provided for attending programs and PhD research work, Guidelines have to be followed to obtain OD.

5.17.5. Faculty can avail the eligible vacation for his/her marriage or medical treatment.

5.17.6. Faculties can avail marriage allowance as per the college norms.

5.17.7. Faculties can avail petty loans (No interest) from management

5.17.8. Employee Provident Fund (EPF) – a popular welfare/saving scheme by the EPFO, according to that a certain amount is deducted from the salary and the management too contributes in the money deposited.

5.18. Staff Appraisal

5.18.1. Staff members (both teaching and non-teaching) shall submit a performance appraisal form every year.

5.18.2. Teaching faculty shall fill their form containing teacher's academic progress, research and achievements.

5.18.3. Non-teaching shall fill their form with administrative activities.

5.18.4. The performance assessment committee headed by secretary, treasurer and principal shall review the appraisal form and finalize them.

5.18.5. The assessment shall be used for award or annual increments, or for Award for career advancement.

5.19 Staff Meeting

5.19.1. Principal meeting with the HODs: Principal shall convene HODs meeting fortnightly to discuss on the routine academic matters and other related matters for the smooth functioning and growth of College.

5.19.2. General Staff Meeting: Principal shall convene general staff meeting for all staff members twice in a semester to identify the strengths and weaknesses of staff members/students/college and collecting feedback from them to convert the weaknesses into opportunities for the overall growth of all stakeholders.

5.19.3. However, a special meeting shall be conducted by the Principal to discuss on emergency issues.

5.20. Internal Quality Assurance Cell (IQAC)

5.20.1. One experienced teaching staff shall be nominated by the Principal as a co-ordinator to take care of entire activities and functioning of IQAC.

5.20.2. As quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality education.

5.20.3. The IQAC will develop and evolve procedures for ensuring the following:

- Timely, efficient and progressive functioning of academic, administrative and financial tasks.
- The relevance and quality of academic, research and other related programs.
- Optimization and interpretation of modern methods of learning, teaching and research.
- Research sharing, consultancy and networking with other institutions in India.
- The adequacy, maintenance and proper allocation of support structure and service.

5.21. Nodal Officer

5.21.1. One experienced teaching staff shall be appointed by the Principal as a Nodal Officer to co-ordinate with MHRD, New Delhi.

5.21.2. Ministry of Human Resource Development, New Delhi requires periodical report from the College on various aspects of academic progress and achievements.

5.22. College Automation Wing

5.22.1. College has introduced College Management Software to computerise all activities of the college. This will enhance sharing information in an easy and fast way.

5.22.2. Two Staff members shall be nominated, one as the Head of this College Automation Wing and another staff as co-ordinator to take care of the entire activities of Automation Wing

5.22.3. They will implement the software at all levels/departments of the College. They should monitor smoother functioning and proper maintenance of the software/system in the college.

5.22.4. The Head of College Automation Wing will report to the Principal.

5.22.5. The College Management Software includes the following Modules:

- Department
- Faculty - Principal/Secretary/Leave Application/Student Attendance
- Examination
- Students Admission
- Placement
- Sports
- SMS Alerts
- Reports, etc.

5.22.6. In addition to the aforesaid modules, further up gradation to the software will be implemented as per our requirements.

5.22.7. From the academic year 2019-2020 onwards, an additional fee of Rs.500 per student will be collected from all students seeking admission towards College Management Software. This shall be collected only once from each student for their entire period of study. 70% of this fund will be used for the development and maintenance/up gradation of College Management Software and the balance 30% can be utilised for other purposes like purchase of library books and computers for the college.

5.22.8. It should be maintained in a separate a/c and this fund cannot be utilised for any other purposes. The fee shall be revised whenever required with the approval of the Trust Board.

5.22.9. Implementation process of College Automation Modules

- Suggestions regarding the implementation of modules can be forwarded to the Principal by the Various Department Heads and Office Administrators which will be forwarded to the Head of the College Automation Wing for further process.
- After review with the ERP Management Company by the College Automation Wing. steps will be taken to carry out the Process by the Head of the Automation Wing in consultation with the following committee members constituted for this purpose.

	Principal
	Vice Principal(Shift I and Shift II)
Members	Manager
	Accounts Officer
	Assistant Administrative Officer

- In the absence of Principal, the above Process can be forwarded by the Department Heads to the Vice Principal (Shift-I and Shift-II).

5.23. Co-ordinator (Administration) for Shift-II

5.23.1. Since the college has started SHIFT-11 courses from the academic year 2018-19, for the smooth functioning and better co-ordination, one full-time Co-ordinator (Administration) shall be appointed to look after entire administrative works of Shift II of our College.

5.23.2. He/she shall support Co-ordinator for Learner Support Centre (LSC), Bharathidasan University Distance Education Programmes.

5.23.3. He/she will report to the Principal directly.

5.24. College Development Forum (CDF)

5.24.1. Convenor One senior faculty may be nominated as the Convenor

5.24.2. Membership-Faculty of STCAS with Doctorate (Ph.D.)

5.24.3. Objectives and Functions of CDF

- The Forum creates a platform to interact and share the knowledge among staff members.
- Workshops shall be organized with the help of resource persons from various areas to extend the knowledge and quality of staff members.
- To assist the other faculty who are all doing Ph.D. for paper presentation and publications in journals and conferences.
- To assist the members and other faculty to qualify SET/SLET/NET.
- To conduct the staff orientation programme to the faculty members as per the requirements.

5.25. Bharathidasan University - LSC

5.25.1. One Teaching faculty shall be nominated as a Co-ordinator for the LSC

5.25.2. Our College is recognized as Learner Support Centre (LSC) for Bharathidasan University Distance Education Programmes.

5.25.3. Our college shall offer various UG/PG/Professional courses of Centre for Distance Education, Bharathidasan University.

5.25.4. College is authorized to admit the students, conduct classes and examinations on

5.23.5. A portion of fee is remitted to University and the College shall conduct classes and collecting prescribed fee. examination (Theory/Practical) with the remaining fee.

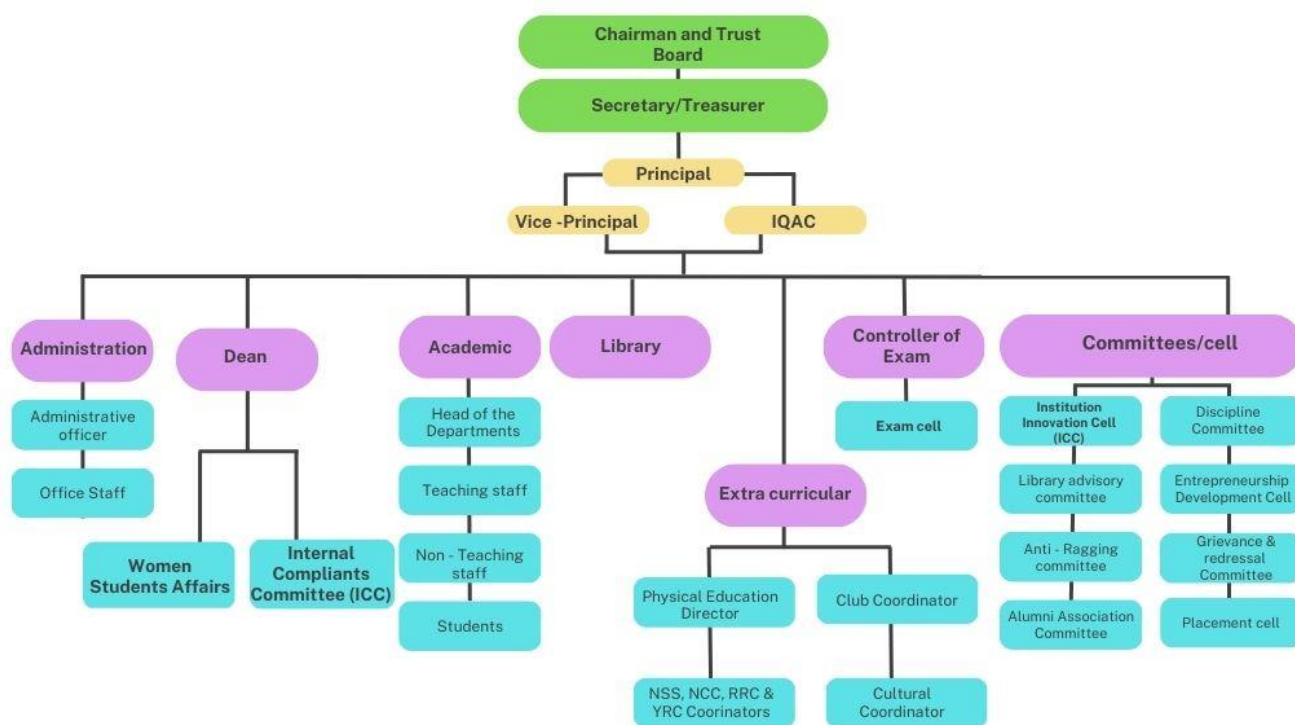5.25.6. Fees shall be collected by the College Office and shall maintain records for future verification submission.

5.26. Outsourcing of Services

Any outsourcing of services, both teaching and non-teaching, for the college work will be decided only by the Principal depending upon the need for outsourcing. In turn, the principal will inform and get approval from the College Management to proceed further.

Organization Structure

Chairman and Trust Board

Secretary/Treasurer

Principal

Vice -Principal | **IQAC**

Administration
- Administrative officer
- Office Staff

Dean
- Women Students Affairs
- Internal Compliants Committee (ICC)

Academic
- Head of the Departments
- Teaching staff
- Non - Teaching staff
- Students

Library

Extra curricular
- Physical Education Director
  - NSS, NCC, RRC & YRC Coorinators
- Club Coordinator
  - Cultural Coordinator

Controller of Exam
- Exam cell

Committees/cell
- Institution Innovation Cell (ICC)
  - Library advisory committee
  - Anti - Ragging committee
  - Alumni Association Committee
- Discipline Committee
  - Entrepreneurship Development Cell
  - Grievance & redressal Committee
  - Placement cell

APPENDIX-II

DUTIES AND RESPONSIBILITIES

A) Duties and Responsibilities of Principal

1. Overall co-ordination with all stakeholders of the College.
2. Overall supervision and appraisal of teaching and non-teaching staff members.
3. Supervision and guidelines of teaching staff including organisation of in-service education of staff.
4. Responsibility of assigning workload of staff members including teaching assignments, invigilation duties and other responsibilities.
5. Recruitment of Staff members both teaching and non-teaching.
6. Suspension and Termination of staff members both teaching and non-teaching with the approval from College Management for poor performance in the academic and violation of College rules and regulations
7. Responsibility for conduct of Assessment tests and University examinations. 8. Preparation of college annual reports, progress reports, secretary desk, etc.
9. Review and revision of policies, rules, regulations and philosophy of the College.
10. Performing public relations duties for the College.
11. All correspondences relating to Government, UGC, Education department, Directorate of Collegiate Education, etc. to be forwarded to the Secretary and get it approved to proceed further.
12. Projection of college requirements like equipment, supplies, stationery to the Secretary.
13. Participation in all College Committees.
14. Supervision of Library Services& Sports and Games services.
15. Planning for the development of college like applying for additional courses and sections, etc.
16. Staff correspondences regarding day-to-day administrative matters and financial matters (only petty cash) to be approved and forwarded to the AAO and AO respectively.
17. Attending meeting organised by University of Madras.
18. Liaison with all governmental and non-governmental officials.
19. Granting approval for all academic matters as per the norms of college.
20. Approval for the conduct of parents-teachers meeting along with their wards.
21. Approval for the conduct of Cultural and Clubs/Society/Association activities.
22. Guidance and counselling of students particularly academically weak students.
23. Approval and arrangement for the issue of Bus passes, Railway concessions, etc. to the students on time.
24. Admission of students for various UG & PG courses.
25. Suspension and Termination of Students for all discipline issues and violation of college rules and regulations.
26. Supervision of students' welfare, health and security services.
27. Supervision of living conditions of students and class rooms.
28. To regulate all the irregularities of students and staff members.
29. Approval of Leave applications, Attendance printout and Gate pass for all staff members and students.

30. Overall management and control of all co-curricular and extra-curricular activities of college students and staff members.
31. Approval of various Leaves and ODs of staff members and students are the discretionary power of Principal.
32. Supervision of teaching programmes like conduct of classes, discipline of students and staff members, monitoring and appraisal of faculties, etc.
33. Forwarding of Budgets for the requirements of various departments/college and minimum three quotations received from vendors for the purchase of required items for the departments/college to AO and AAO for the approval of College Management.

B) Duties and Responsibilities of Vice-Principals

The Vice-Principals (both shift-1 & II) will be in-charge only when the Principal is on leave/long leave.

In the presence of Principal
1. All matters delegated by the Principal, as and when required to be carried out.
2. Assisting the Principal in all routine academic matters, as and when required.
3. Issue of Bus passes, Railway concessions, etc. to be supervised.
4. To be involved in students admission process.
5. To be involved in the conduct of assessment tests and University Examinations.
6. To organise and meet with the parents of students along with the Principal
7. To regulate and conduct Cultural/Clubs/Societies programs along with Principal.
8. Ex-Officio member of Students Discipline Committee with the Principal.

In the absence of the Principal

1. All routine, day-to-day academic matters to be managed and controlled.
2. No major policy decisions should be taken. However, in an emergency, the Principal should be contacted and after his approval, written consent should be taken from the Secretary before making/taking an important/sensitive decision.
3. All correspondences relating to Government, UGC, Education department, Directorate of Collegiate Education, etc. to be forwarded to the Principal &Secretary and get it approved from them to proceed further.
4. Leave applications, Attendance printout and Gate pass to be processed in consultation with Principal.
5. Staff correspondences regarding day-to-day administrative matters to be forwarded to the AAO and financial matters to AO. All other matters to be sent to the Secretary on the same day in consultation with Principal.
6. Correspondences addressed to Principal and Trust Board members by name, should not be opened.
7. Conduct of classes to be supervised and students discipline to be maintained.

C) Duties and Responsibilities of Heads of Departments

1. He/she is held responsible for the smooth functioning of Department/Staff members and students.
2. All academic matters delegated by the Principal, as and when required to be carried out.

3. Attending meeting convened by the Principal to discuss all matters related the college. students, staff members and any other academic matters as and when decided by the Principal without fail.

4. Advising and contributing to curriculum development at the college undergoing the university guidelines.

5. Setting question papers, co-ordinating internal marking schemes, moderating examinations, assessment of students and staff members.

6. Ensuring and adequate provision of. textbooks, materials and equipment required for the effective teaching of the subject in the College.

7. Conduct of regular classes, assessment tests, alteration of classes on account of staff leave, overall discipline of students and staff members, etc. shall be ensured by HOD.

8. Ensuring the maintenance and upkeep of equipment.

9. Preparing specifications and budgets for the requirement of subjects and equipment.

10. Acquiring specific teaching tools and equipment's including laboratory equipment.

11. Holding and leading regular departmental meetings soon after the principal meeting and ensuring the keeping of minutes.

12. Unsolved perennial problems of any student/staff member pertaining to the department should be brought to the notice of Principal for further disciplinary action.

13. Actions on Students and Staff members for all academic issues shall be taken based on the feedback received from the HOD.

14. He/she is responsible for keeping records of all departmental activities.

15. Responsible for improving the results, placement of students and discipline of both students and staff members.

16. Responsible for calling and informing parents about their ward's leave daily.

17. Communicating student's attendance and academic performance to Parents periodically.

18. Parents meeting to be arranged at least once in a semester to discuss about their ward's academic performance, attendance, discipline aspects, remedial classes for the weak students, pending of tuition fees, etc.

19. Any other duties assigned by Principal/Vice Principal from time to time.

D) Duties and Responsibilities of Teaching Faculty

1. All matters assigned by the Principal and HODs as and when required to be carried out.

2. Lesson plan should be prepared for each subject and submitted to HOD before the semester begins for approval.

3. Taking attendance of students in every lecture hour and report to HOD immediately, if there is any discrepancy.

4. To fulfil the qualification norms of the University of Madras now and then and upgrading academic credentials.

5. Adhering strictly the rules and regulations of college.

6. Enforcing the students to follow the college rules and regulations.

7. For all matters related to students, directly report to HOD. No action shall be taken at your level against any student. It should be brought to the notice of HOD first and then she/he can take action only with the approval of Principal.

8. Checking and assessing students' work.

9. Encouraging personal development of students by promoting extra and co-curricular activities.

10. Invigilating assessment tests and university examinations.
11. Attending staff meetings without fail.
12. Staff members should maintain pleasant and cordial relationship with the students without harassing/ill-treating/punishing them privately for all your personal benefits.
13. The faculties are not encouraged to roam with the existing students even during holidays.
14. Data base of students maintained in the department should not be shared with outside people.
15. All communications to the Principal should be routed through only HOD. If not, it will not be approved.
16. For all OD requests, get the approval from the HOD and Principal in person with proper documentary evidence in advance and attendance certificate to be produced for availing OD.
17. All leaves including ODs to be taken after altering all your classes with your HOD's knowledge and approval in advance.
18. Strictly follow the college discipline code and leave rules.
19. Misuse of college computers and properties will be punished severely.
20. All staff members should produce their original certificates of their educational qualifications, their previous experience certificates and all their supporting credentials at the time of joining the college, without which your appointment will be cancelled.
21. Gossiping, Groupism, playing Politics in the department/college, Non-cooperation with HOD & co-workers and any other unwanted activities are totally prohibited inside the college.

22. Development of College and Students should always be kept in mind in all your movements and approaches.
23. Any other duties assigned by Principal/Vice Principal from time to time.

E) Duties and of Librarian

Academic librarian is responsible for acquiring, organising, managing and distributing library resources, and ensuring that library provision meets the needs of all its users.

1. Report to the Principal.
2. Keep records of circulation of books, journals, etc.
3. Plan and manage the acquisitions of new books, journals, etc. Collect requisition for the purchase of books and journals from the departments and collect minimum three quotations from the vendors at the end of each academic year.
4. The quotations received should be discussed with the Principal before placing an order for the same and purchase of books and entries are to be completed before the commencement of next academic year.
5. Code, classify and catalogue books, publications, films, audio-visual aids and other library materials based on subject matter or standard library classification systems.
6. Organize collections of books, publications, documents, audio-visual aids and other reference materials for convenient access.
7. Check books in and out of the library.
8. Maintain library inventory and conduct periodic audit.
9. Promoting the library's resources to users/members.

10. Ensuring that library services meet the needs of users.
11. Answering readers' enquiries.
12. Locate unusual or unique information in response to specific requests.
13. Identify defaulters and collect books back and enforce fines.
14. Remit the collected fine amount to the Accounts Officer at the end of every week after the discussion with Principal.
15. Maintaining a quiet environment.
16. Any other work as assigned by the Principal.

F) Duties and Responsibilities of Physical Education Director

1. Report to the Principal,
2. Administrate physical education and promote good health of students.
3. Encourage the students for participation in various sports and games.
4. Organise all matches, tournaments and visits to other events.
5. Organise and manage a comprehensive list of fixtures for each term.
6. Organise Sports Days, House Matches, inter-collegiate matches and any other appropriate event(s).
7. Communicate achievements and results of sports now and then.
8. Teaches knowledge and skills in physical fitness and health education.
9. Coach sports teams.
10. Assess and encourage students to achieve their best without avoiding anyone who is particularly physical and sports-minded.
11. Requisition for the purchase of sports materials should be submitted to the Principal and based on his decision proceed further.
12. Keep record of sports materials purchased and conduct periodic audit.
13. Selection of students and sending them for sports and games activities require prior approval from the Principal.
14. Prepare and record all physical educational activities and submit a report to the Principal periodically.
15. Monitoring Students discipline daily in the College Campus and report to the Principal.
16. Any other work as assigned by the Principal.

G) Duties and Responsibilities of Co-ordinator (Administration) for Shift-II and Assistant Counsellor

1. He/she will report to the Principal.
2. Maintenance of Shift II staff attendance and monthly statement of leave should be submitted for salary calculation.
3. Communicating attendance and academic performance to Parents of Shift II students.
4. Record keeping all academic, co-curricular and extra-curricular activities of students and staff members of shift-II
5. Coordinate with all staff members and students of shift-II for its smooth functioning.
6. Identify students who need counselling.
7. Organise meeting of Professional counsellor with students.
8. Submit a periodical confidential report of such meetings to the Principal.
9. Coordinate the activities of LSC, Bharathidasan University

10. In the absence of Coordinator (Administration) Shift II, respective Head of Department shall execute the work.

11. Any other works as assigned by the Secretary/Principal/Vice-Principal - shift II

H) Duties and Responsibilities of Manager (A person having experience in handling both Accounts and Administration)

1. Reporting to the Principal/Secretary.

2. Dealing with the Secretary in all operational and with Secretary/Treasurer in all financial matters.

3. Ensures accounts and administrative works are executed as per the requirements of the College.

4. He/she will be responsible for all the activities of accounts and administration departments.

5. In respect of administration and finance, Manager will be a bridge between academic and college management.

6. Any decision in respect of administration, it should be brought to the knowledge of Principal/Secretary and in respect of accounts, to the knowledge of Secretary/Treasurer.

7. In the absence of Manager, the Principal will play the role of Manager.

8. Any other duties assigned by Principal/Secretary from time to time.

I) Duties and Responsibilities of Accounts Officer - Head of Accounts

1. Report to Manager. In his absence, report to the Principal/ Secretary/Treasurer.

2. Reporting to the Secretary/Treasurer in all financial matters.

3. books of accounts are maintained on a day-to-day basis.

4. Banking operations and maintenance of petty cash.

5. Preparing pay slips of staff members and disbursement of salary on time on specific date.

6. Payment of all bills by preparing concerned vouchers and the available balance should be made known to the treasurer and secretary before making cheques for payment.

7. Ensure purchase and supply of intent received from the assistant administrative officer with proper recommendations of the concerned.

8. Ensuring all pay-outs are approved and within budgets.

9. Submission of financial statements.

10. Ensuring audits are carried out as scheduled.

11. Ensure statutory payments relating to ESI, PF, property tax, professional tax, corporation tax, all income tax matters and legal issues relating to taxes.

12. All financial matters relating to University of Madras.

13. Responsible for cash kept in safe custody. Record of cash kept in safe, denomination-wise should be maintained.

14. Fee defaulters list should be updated periodically.

15. Periodical backup of accounting records should be submitted to Secretary/Treasurer.

16. Any other works as assigned by the Manager/Principal/Secretary.

J) Duties and Responsibilities of Assistant Administrative Officer Head of Administration

1. Report to Manager. In his absence, report to the Principal/Secretary.
2. Recording and Maintenance of attendance of all staff members.
3. Preparing and submitting monthly statement of leave for salary calculation.
4. Consolidation of purchase requests from various departments, sending tender enquiry, collecting minimum three quotations, prepare a comparative statement and purchase order and get approval from Purchase Committee of Trust Board for executing the purchase in time and forwarding to the accounts departments for issuing cheque.
5. College Board related matters as assigned by the Secretary.
6. Monitoring general maintenance of the college including electrical and managing house-keeping by properly utilising the services of sub staff through supervisor and respective staff.
7. Collecting quotations for major electrical work in consultation with Electrician.
8. Co-ordinating and making arrangements of all the needs for the functions/celebrations of the college.
9. Ensure all statutory works/obligations relating to administration are adhered to.
10. Any other works as assigned by the Manager/Principal/Secretary.

K) Duties and Responsibilities of Junior Accounts Officer

1. Report to Accounts Officer.
2. Checking daily bank statement regarding cheques returned.
3. Admission work-Daily and consolidated statement preparation.
4. Preparation of students' defaulters and condonation pending list.
5. Preparation of Fee concession to the wards of Church members list.
6. ESI and EPF - New staff registration.
7. Filing and numbering of cheque payment vouchers.
8. 1 year students' +2 mark sheet checking and registering.
9. Issuing bonafide certificate to students.
10. Preparing Salary fixation for new staff.
11. Preparing annual increment statement.
12. University examination work as allotted by Chief Superintendent.
13. Any other works as assigned by the Manager/Principal/Secretary.

L) Duties and Responsibilities of Junior Accountant.

1. Report to Accounts Officer.
2. Fees collection.
3. SC/ST scholarship - Online entries and preparing list for payment disbursement.
4. Preparing Practical and Theory examination remuneration claim statement and send to University.
5. Train concession forms issuing to students Tour and monthly season - Preparation of students' list.
6. Issuing of Transfer certificate for drop out students.
7. Preparing condonation statement.
8. University exam work as allotted by Chief Superintendent.
9. Any other work as assigned by the Manager/Principal/Secretary.

M) Duties and Responsibilities of Accounts Staff and Clerk

1. Report to Accounts Officer
2. Daily maintaining of petty cash register and entering in Tally Software.
3. Filing and numbering of vouchers
4. Writing and issuing of TC for all the final year students, interim leaving students and old students
5. Maintaining semester mark sheet register and issuing to the departments.
6. Maintaining Provisional Certificate Register and issuing to students.
7. Students bus pass collection, preparing the statement, and follow up and issuing to the concerned dept.
8. Maintaining monthly manual staff Acquaintance Register.
9. Maintaining Insurance details of all students (I, II and III Year) and Staff
10. Maintaining outward courier & postal register 11. Department Seminar/function arrangements (Refreshment/Lunch & Reception
12. Checking of Tea/Coffee bill & Lunch for Sub-staff- Canteen.
13. Maintaining ESI Forms for New staff.
14. Maintaining EPF Form for New Staff.
15. Working of IT Interest for Interest Exemption.
16. Issuing of Cheques to Suppliers.
17. University exam work as allotted by Chief Superintendent.
18. Any other works as assigned by the Manager/Principal/Secretary.

N) Duties and Responsibilities of Supervisor

1. Report to Assistant Administrative Officer.
2. Supervision and control of all sub-staff working under him.
3. Responsible for the cleaning of class rooms, toilets and entire college campus including principal room, reception and office on daily basis.
4. Drinking water arrangement and its maintenance and cleaning.
5. Assessment Tests and University exam answer papers-keeping at store room and distributing to class rooms at the time of examination. college equipment
6. Supervision and maintenance of entire college campus and including furniture.
7. Purchasing and distributing toiletries and cleaning items.
8. Bore well sump and syntax tank cleaning and maintenance.
9. Supervision of garden maintenance.
10. University exam-seating arrangement, token pasting, answer paper stamping. packing, arrangement of answer paper bundles at exam cell.
11. Repair and maintenance student desk and staff room tables and chairs.
12. Arranging carpenters for wooden works.
13. Responsible to disperse all old stocks with the permission from AAO and settle money transaction with AO.
14. Any other work as assigned by the AAO/Manager/Principal/Secretary.

O) Duties and Responsibilities of System Analysts

1. Report to Assistant Administrative Officer.

2. Responsible to take care of entire computer systems, internets, UPS, Modem, Softwares, etc. of the college.

3. Computer system installation and maintenance at Departments, Labs and Office.
4. Providing internet connection and maintenance of all computers.
5. Interconnecting computer at various places with printer and ID creation and maintenance.
6. Software purchase, installation, debugging and renewal.
7. UPS and Battery maintenance.
8. Servicing of all computers.
9. Any other work as assigned by the AAO/Manager/Principal/Secretary.

P) Duties and Responsibilities of Electrician/Plumber

1. Report to Assistant Administrative Officer.
2. Responsible to take care of entire electrical and plumbing works.
3. Fan, light, switch board and generator maintenance.
4. Repair work of Main TP electrical board up to 440 volts supply.
5. AC maintenance, attending minor repair in AC.
6. Drinking water motor pump maintenance.
7. Repair and maintenance of telephone instruments and intercom connections.
8. Attending minor plumbing work.
9. Any other work as assigned by the AAO/Manager/Principal/Secretary.

Q) Duties and Responsibilities of Security Officer

1. The Security Officer will report to the Manager.
2. Responsible to take care of safety and security of the College, Staff members and Students
3. All payments to Security Agency/Officer shall be approved by Manager/Principal.
4. One Security Officer shall head, manage and control all other security personnel.
5. Safety and security of the college, Staff members and students should be ensured.
6. Entry of Staff, Students and Visitors should be monitored.
7. Security should insist wearing of ID card by all Staff members and Students.
8. Monitor the activities of students inside the college campus. Suspicious activity of any student should be reported to the Manager/Principal immediately.
9. Use and maintain fire extinguisher in co-ordination with the Supervisor.
10. Ensure proper parking of vehicles.
11. Any other work as assigned by the Manager/Principal/Secretary.

R) Duties and Responsibilities of Students Record Clerk and Co-ordinator for College Automation Wing

1. Report to the Principal.
2. Collect and maintain original certificates of students.
3. Update students' data in College Management Software.
4. Send SMS to staff/students/parents as per the instructions from the Principal.
5. Any other work as is required to be performed using College Management Software.

6. Any other works as assigned by the Principal.

S) Duties and Responsibilities of PA to Principal

1. Report to the Principal.
2. Take care of entire activities at reception and other activities as assigned by the Principal.
3. Attending phone calls at the reception.
4. Follow-up of communication in official email of the Principal.
5. Maintaining record of communications received through Post/Courier and handing over it to the Principal.
6. Preparing and despatching letters to the University through mail/post.
7. Keeping record of biometric attendance of all staff members.
8. Entry of new staff details in biometric attendance.
9. Undertaking university examination work as assigned by the Chief Superintendent/Principal.
10. Attending any other work assigned by the Principal.

T) Duties and Responsibilities of Office Assistant - (Principal's Office)

1. Report to the Principal.
2. Maintaining files and records in the Principal's Office.
3. Cleaning and maintaining Principal's room.
4. Undertaking university examination work as assigned by the Chief Superintendent/Principal.
5. Attending any other work assigned by the Principal.

U) Duties and Responsibilities of Staff-(Administrative Office)

1. Report to the Assistant Administrative Officer.
2. Maintaining log book for Xerox machines and attending Xerox work.
3. Carrying official documents from Principal to Secretary or vice-versa.
4. Obtaining signatures from Vice-Chairman/Secretary/Treasurer on cheques given by Accounts Officer.
5. Visiting banks for official purposes.
6. Assisting AAO in getting quotations for new purchases.
7. Undertaking university examination work as assigned by the Chief Superintendent/Principal.
8. Attending any other work assigned by the AAO/Principal.

V) Duties and Responsibilities of Assistant - (Administrative Office)

1. Report to the Assistant Administrative Officer.
2. Maintaining files and records in the Administrative Office.
3. Cleaning and maintaining Administrative Office on daily basis.
4. Undertaking university examination work as assigned by the Chief Superintendent/Principal.
5. Attending any other work assigned by the AAO/Principal.

W) Duties and Responsibilities of Supportive Staffs

1. Report to the Supervisor.
2. Responsible to take care of cleaning of class rooms, toilets and entire college campus including principal room, reception and office on daily basis.
3. Completing any other work assigned during examination, admissions, etc.
4. Any other work as assigned by the Supervisor/AAO/Manager/Principal/Secretary.

Note:

1. For all academic matters of the College, decision of the Principal is final.
2. All Faculty and Staff members should execute the work as per the instructions given in this SOP. Alteration or modification of duties and responsibilities of staff members are not permitted in general. 3. In case, any change in job allocation is required, it should be brought to the knowledge of the Principal and Secretary. After their approval, job allocation can be changed.
4. Any appointment/nomination of staff members for any committee/cell/bodies/ association, etc. and their continuation will be at the sole discretion of Principal in consultation with the Secretary.
5. Rules and regulations applicable to students as laid in this SOP shall be reproduced in Student Hand Book with prior permission from the Secretary.

IMPORTANT: Amendment to this SOP shall be made only by the Trust Board in the meeting presided by the Chairman.

AMENDMENT PROCEDURE

- Based on the feedback and suggestions received from various stakeholders of the college, the principal will present a report to the Secretary after thorough study.

- The Secretary in turn will present it before the Governing Board which will be forwarded to the SOP committee consisting of Vice-Chairman, Secretary, Treasurer and Principal.

- The SOP committee shall study in detail the feedback and suggestions and submit a report of recommendations for amendment to the Secretary.

- The Secretary will present the report of recommendations before the Governing Board for its final approval for implementation.

IT POLICY

Regular policy revisions are necessary to incorporate the evolving technology and its requirements. Facilities are routinely updated atboth the institute and department levels.

- Our college is equipped with Leased line connection 50 Mbps (1:1) provided by Airtel Private Limited.

- The Wi-Fi facility is available at 15 locations with a range of 100 meters, benefiting students and faculty members on campus.

- Institution has iBoss – Education management System.

- Printers are available in various locations and tonners are refilled as and when required.

- All academics, students, technical staff, and other employees of our institution are accountable for using information and network resources in a responsible and ethical manner in accordance with the institution's rules and standards.

- The institution added CCTV cameras in the various locations for better monitoring.

Quality Policy

At St. Thomas College of Arts and Science, we are committed to providing a high-quality education that empowers our students to excel academically, develop essential skills, and become responsible global citizens. We strive to maintain an environment of continuous improvement, innovation, and excellence across all our academic programs and support services. To fulfil this commitment, we have established the following Quality Policy:

1. Student-Centered Approach: We prioritize the needs and aspirations of our students, placing them at the centre of our educational endeavours. We aim to foster a supportive and inclusive learning community that recognizes the diverse backgrounds, abilities, and learning styles of our students. We are dedicated to providing a transformative educational experience that equips them with the knowledge, skills, and values necessary for success in their chosen fields.

2. Academic Excellence: We maintain rigorous academic standards to ensure the highest quality of education. Our faculty members are highly qualified, experienced professionals who are passionate about teaching, research, and scholarly activities. We encourage an atmosphere of intellectual curiosity, critical thinking, and creativity, enabling students to engage in meaningful academic pursuits and achieve their full potential.

3. Continuous Improvement: We are committed to a culture of continuous improvement in all aspects of our college. Through regular assessment, evaluation, and feedback mechanisms, we identify areas for enhancement and implement effective strategies to enhance the quality of our programs and services. We value transparency and data-driven decision-making, allowing us to adapt and evolve to meet the changing needs of our students and stakeholders.

4. Learning Environment: We provide a safe, inclusive, and inspiring learning environment that promotes personal growth, ethical behaviour, and social responsibility. Our campus facilities, resources, and technological infrastructure are designed to support effective teaching and learning experiences. We encourage collaboration, teamwork, and interdisciplinary approaches to foster holistic development and prepare students for the challenges of the future.

5. Stakeholder Engagement: We actively engage and collaborate with our stakeholders, including students, faculty, staff, alumni, employers, and the wider community. We value their input, feedback, and contributions in shaping our educational programs, research initiatives, and community outreach efforts. By nurturing strong partnerships, we ensure that our college remains responsive to the needs of the society and prepares graduates who can make meaningful contributions to their communities.

6. Compliance and Accreditation: We adhere to relevant laws, regulations, and accreditation standards, ensuring that our college operates with integrity, transparency, and accountability. We maintain a robust quality assurance system to monitor and evaluate our

performance, ensuring that our educational programs and support services meet or exceed established benchmarks.

This Quality Policy is communicated, understood, and implemented by all members of the college community. It serves as a guiding principle for decision-making, planning, and resource

allocation. We regularly review and update our Quality Policy to reflect the evolving needs and expectations of our stakeholders, as we remain dedicated to delivering a world-class education and fostering a culture of excellence at St. Thomas College of Arts and Science.

Feedback Policy

The Institute makes sure to offer the finest curriculum by combining the feedback it receives from all of its partners. Students, faculty members, alumni, and employers are the constituents. At the conclusion of each semester or college year, input is gathered in both offline and online modes. Corrective measures are implemented after an analysis of the feedback received.

The input gathered on a regular basis from various stakeholders is very beneficial for enhancing academics and motivating both students' and professors' performance. All stakeholders have access to feedback connections through our institution 's website. and a particular time frame has been set aside for the process. The group under IQAC, which includes Principal and Hods, considers the input and takes corrective action. These are sent to management, if required, for further action.

CONSOLIDATION AND CORRECTIVE ACTIONS TAKEN:

a. A committee was established by IQAC to assess departmental reviews of the curriculum's various components and to identify implementation guidelines.

b. Students receive specialized instruction to help them develop their communication and relationship skills.

c. The college has established various creative organizations and startup units to teach students entrepreneurial skills.

d. To help students progress, all departments performed hands-on training activities.

e. Industrial visits were organized for all departments so they could experience real-world uses and working conditions.

f. Faculty members and students are given all the resources necessary for effective participation in and completion of classes like NPTEL and SWAYAM.

g. For each squad competing, a faculty mentor was designated. More competitions and activities are being entered by students, who have also received awards.

The professors and the students shall plan and carry out national and foreign symposiums, seminars, workshops , and conferences in order to keep abreast of the most recent developments in the academic and professional fields.

Orientations and additional revision courses are organized and offered to the students, particularly to the intellectually weak students, to help them gain greater confidence about taking the university exams.

- Faculty members shall update regarding recent technical innovations by attending FDPs

- Additional courses are offered to the students in order to improve their performance on analysis papers.

- Effective with the second year, the majority of the instruction tasks are implemented. technical instruction across different industries.

- The institution has methodically recorded every action it has taken and remedy it has implemented. On the college website, action reports and feedback analysis reports are available.
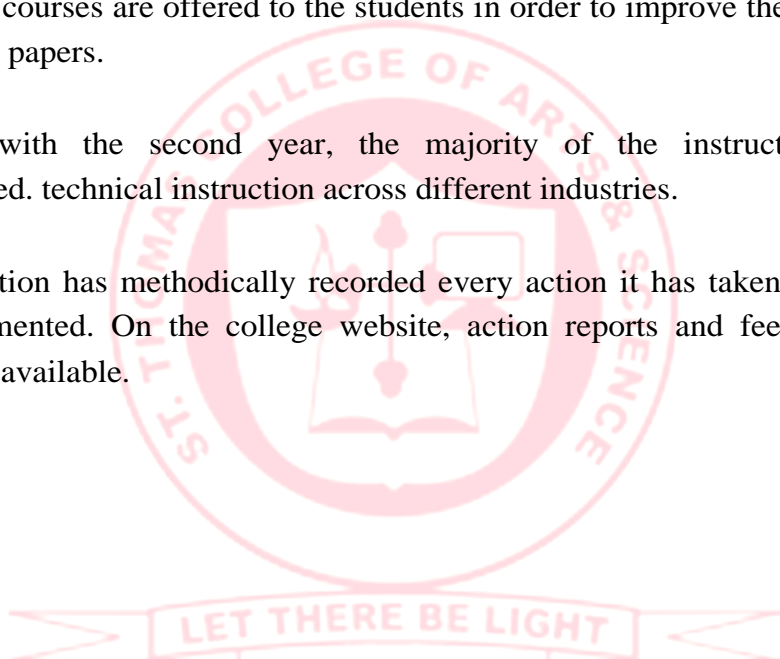
SLOW-LEARNERS & ADVANCED LEARNERS POLICY

THE INSTITUTION ASSESSES THE LEARNING LEVELS OF THE STUDENTS AND ORGANIZES SPECIAL PROGRAMMES FOR SLOW LEARNERS

Assessing the learning levels of the students is a continuous process at St. Thomas College of Arts and Science.

College admit the 1st year students based on their previous academic records and the faculty conducted the brainstorming sessions. Within the classroom, faculty must deal with different types of students; some are very intelligent who learn very fast and some are quite weak who learn very slowly. Therefore, it is required to determine the abilities of the students in the class. Students are assessed based on their preceding exam performance, current subject performance, and class observation. The students mainly fall into two groups advanced learners and slow learners.

Each type of students has different learning attitudes and learning habits. A faculty must adapt a teaching methodology such that he/she may not lose the attention of the slow learners and turn off the advanced learners.

The purpose of assessment of the learning levels of the students and conduction of activities for them is
- Identification of Advanced learners and Slow learners
- Advanced learners should be assigned additional curricular activities like certificate course, internship training, seminars and other activities that will motivate them to improve their performance
- To ensure that slow learners are taken care as per their needs
- To help them out for improvement in their academics.

Identification Methods of advanced learners and slow learners

The Assessment is measured based on

a. Class Test
b. internal assessment
c. previous university exam score
d. Assignments
e. Attendance
f. Attentiveness in the class
g. Ability to answer in the class
h. Performance in extra and co curricular activities.

Activities for slow learners:

- Remedial class for slow learners
- Providing handwritten notes for easy understanding.
- Giving counselling for slow learners.
- Group study methodology.
- Giving additional learning materials like question bank, university question papers etc.

Activities for Advanced learners

- Special assignments such as recommended reading, additional papers
- Advised to enrol in advanced courses such as certificate courses, online courses and so on
- Seminars for students and PowerPoint presentation
- Presentations of papers and Participating in other college competition
- Students interested in following up on the course in further depth can enrol online examination TANCET and Mater Degree.
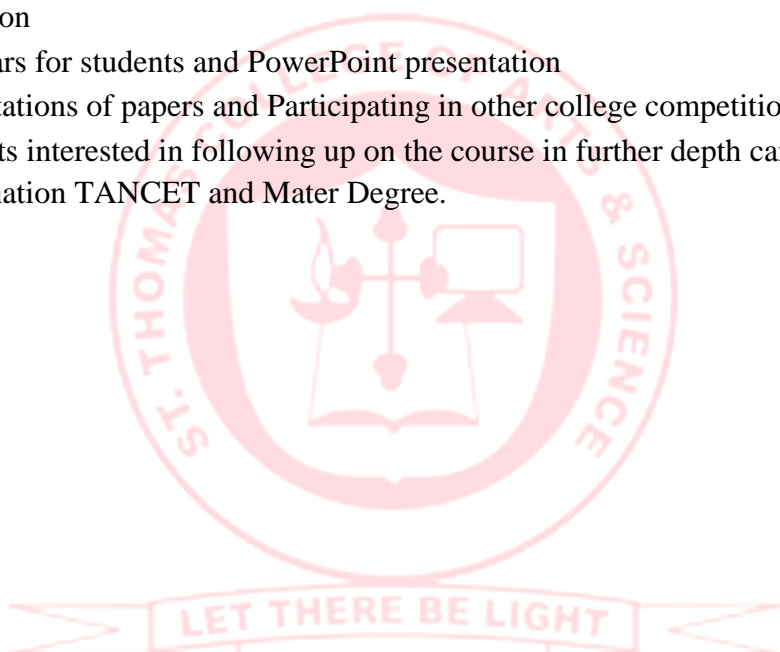
ANTI-RAGGING POLICY

St. Thomas College of Arts and Science is committed to providing a safe and respectful learning environment for all students. We uphold a zero-tolerance policy towards ragging in any form, recognizing it as a serious offense that threatens the well-being and dignity of individuals. Ragging, defined as any act that causes or is likely to cause physical or psychological harm, harassment, or humiliation to a student, is strictly forbidden within our institution.

In accordance with the Tamil Nadu Prohibition of Ragging Act No.7 of 1997, we have established a comprehensive Anti-Ragging Policy to safeguard the welfare of our students. The policy is designed to create awareness, deter potential perpetrators, and ensure immediate action against those found guilty of ragging.

The College should have an Anti-Ragging Committee with the following as its members:

- Principal-Convener
- Vice-Principal (Shift 1 and Shift II)
- Senior Faculty (Women)
- Senior Faculty (Men)
- Senior Student (Boy)
- Senior Student (Girl)
- Inspector of Police

The committee is responsible for conducting awareness programs, orientation sessions, and workshops to educate students about the detrimental effects of ragging and promote a culture of respect and tolerance.

We encourage all students, faculty, staff, and other stakeholders to be vigilant and report any incidents or suspicions of ragging promptly. Confidentiality is assured for those who come forward with information, and appropriate measures will be taken to protect the complainant.

Instances of ragging will be thoroughly investigated, and disciplinary action will be taken as per the severity of the offense. Penalties may include suspension, expulsion, and legal

action, depending on the gravity of the misconduct. The safety and well-being of our students are of utmost importance, and we are committed to maintaining a nurturing and supportive environment that fosters growth, learning, and mutual respect.

Through continuous monitoring, active engagement, and firm enforcement of our Anti-Ragging Policy, we strive to create a campus that is free from the scourge of ragging, where students can pursue their academic and personal aspirations without fear or intimidation.

RECRUITMENT POLICY

Appointment and Probation

a. The appointment to any regular post (both Teaching and non-Teaching) in the College during probation is strictly temporary for a period of one year from the date of joining duty.

b. On successful completion of the probation period, the services of staff member will be confirmed as per the terms of appointment.

c. After assessing the performance of staff during the probation period, he/she may be considered for regular appointment and if found satisfactory, new appointment order shall be issued for his/her continuation as a permanent staff.

d. In case, the performance of a staff member is not satisfactory during the probationary period, the probation period of staff member may be extended for one more year or the services may be terminated. The decision shall be taken on 'case by case basis, on merit by the Secretary based on recommendations of the Principal.

e. The rule of probation shall not apply to appointments made on leave vacancy or contract or on daily wage basis.

f. Staff members should not engage in any other employment either on whole-time or part-time basis.

Protocol for Appointment

a. Generally, College appoints the faculties based on the interview conducted by the University Panel.

b. Whenever the vacancy arises in any department, the College gives an advertisement in prominent newspapers at the end of each academic year after approval from the Secretary. The Principal will send requisition to the University of Madras to send the University Panel for recruitment.

c. University panel members and date of interview need to be confirmed and intimated to the Secretary, Convenor, Members of Appointment Committee and respective Heads of the Departments.

d. If the required number of faculties was not selected by the University Panel from the candidates who have attended interview, the College Appointment Committee consisting of Convenor, Secretary, Principal and HOD can select and appoint the faculty members for the respective department.

e. In case of emergency appointments, Principal and HOD can scrutinise applications and conduct the interview and appoint the faculty members after getting approval from the Secretary. Under any circumstances, delay in appointment process should be avoided.

f. With regard to appoint of supporting staff, the same should be done after intimating Secretary and appointment should be carried out by Principal and Vice-Principals.

g. Based on the requirements submitted by the Manager/Principal, the Secretary will approve for the appointment of non-teaching staff. Secretary shall provide the minutes to the Convenor of Appointment Committee for approval and presentation

during next meeting of Board of Trustees.

h. After the interview is over, Principal should minute the proceedings of the interview process in co-ordination with Assistant Administrative Officer. The minutes should be sent to Secretary and Convenor of Appointment Committee for Approval purpose. Copies of the same shall be provided to AO and AAO for record keeping and fixing salary as per existing norms.

i. Once appointed, he/she has to work in the college at least a minimum of one academic year.

DIVYANGJAN POLICY

St. Thomas College of arts and science fosters values of love, empathy, and equality towards differently-abled individuals, promoting their rights and dignity in society.

The objective of this policy is to foster an inclusive and welcoming atmosphere within the campus, ensuring that differently-abled students feel supported and empowered. We strive to create an environment that recognizes and respects the unique abilities of each individual, promoting their active participation in all aspects of college life.

To achieve this, we focus on providing the necessary infrastructure and facilities to accommodate the diverse needs of differently-abled students. This includes installing lifts and ramps for easy accessibility, designing washrooms that are friendly to their requirements, and providing wheelchairs and assistive technologies to enhance their mobility and learning experience.

Moreover, we aim to offer comprehensive support to these students through intensive monitoring, mentoring, and counseling. Our commitment extends to implementing UGC guidelines for admissions, ensuring that differently-abled candidates receive fair opportunities for enrollment.

Furthermore, we encourage their participation in sports and wellness activities, providing special attention to their interests and talents. In addition, we offer counseling services to address their mental health needs and conduct exclusive remedial classes to provide extra academic support.

By implementing this policy, we are dedicated to making St. Thomas College a truly differently-abled friendly institution, where all students can flourish and achieve their aspirations, regardless of their abilities. We firmly believe that through compassion, understanding, and collective efforts, we can foster an environment that celebrates diversity and embraces the potential of every individual.

Scholarship Policy

ST. THOMAS SCHOLARSHIP

St Thomas Orthodox Syrian Cathedral Parish Trust is proud to offer Educational scholarships for Students. Our Educational scholarships for aspiring students are a testament to our commitment to providing individuals with the opportunity to pursue a world-class Education.

General Eligibility Requirements

a. The St. Thomas Scholarship is open to all students
b. Meeting the minimum criteria does not automatically guarantee the applicant a St. Thomas scholarship. It is subject to approval by the TRUST.
c. St. Thomas Scholarships are awarded to all the needy students.
d. Late applications will not be entertained.
e. The St. Thomas Scholarship is only applicable to tuition fees. (Within three years of awarded period)
f. The Scholarship is only valid for the students in which them applicant has enrolled or applicant's duration of study at the St. Thomas College of Arts and Science, Chennai-107.
g. The scholarship is not exchangeable for cash or other alternatives.
h. The scholarship recipient must be enrolled as a full time student in St. Thomas College of Arts and Science.

Scholarship Category	
Name of the Scholarship	Merit Scholarship by St. Thomas College
Eligibility	40% and above cut off marks in 12th exams for Regular for UG Degree
Scholarship Amount	4% -10% of Tuition fees during the period of study

ZACHARIAH MAR DIONYSIUS SCHOLARSHIP

St Thomas Orthodox Syrian Cathedral Parish Trust is proud to offer Zachariah Mar Dionysius scholarships for Students. Our Zachariah Mar Dionysius scholarships for aspiring students are a testament to our commitment to providing individuals with the opportunity to pursue a world-class Education.

General Eligibility Requirements

a. The Zachariah Mar Dionysius Scholarship is open to all students
b. Meeting the minimum criteria does not automatically guarantee the applicant a Zachariah Mar Dionysius scholarship. It is subject to approval by the TRUST.
c. Zachariah Mar Dionysius Scholarships are awarded on a first-come, first-served basis.
d. Late applications will not be entertained.
e. The Zachariah Mar Dionysius Scholarship is only applicable to tuition fees.
f. The Zachariah Mar Dionysius Scholarship is only valid for the students in which the applicant has enrolled in UG or PG Courses
g. The Zachariah Mar Dionysius scholarship is not exchangeable for cash or other alternatives
h. The Zachariah Mar Dionysius scholarship recipient must be enrolled as a student.

Scholarship Category	
Name of the Scholarship	Merit Scholarship for Zachariah Mar Dionysius Scholarship
Eligibility	40% and above cut off marks in 12th exams for Regular for UG Degree
Scholarship Amount	25%-50% of Tuition fees during the period of study

MAINTENANCE POLICY

The maintenance team at St. Thomas College of Arts and Science plays a crucial role in ensuring the smooth coordination and supervision of both physical and academic amenities across the campus. Supported by a skilled team of carpenters, plumbers, electricians, gardeners, scavengers, and other support staff, the maintenance supervisor oversees the upkeep and maintenance of all infrastructure facilities.

To meet the maintenance needs effectively, the college allocates funds annually, ensuring the availability of necessary resources and equipment. The General Maintenance team convenes daily to carry out various tasks that contribute to the overall cleanliness and functionality of the campus.

One of their primary responsibilities is to clean classrooms, staff rooms, laboratories, library spaces, and common areas on a daily basis, creating a conducive environment for learning and work. The team ensures that the restrooms for boys and girls are cleaned twice daily, maintaining hygiene and sanitation standards. Additionally, they ensure a continuous flow of water in the restrooms during all working days, guaranteeing convenience for students and staff.

Purified drinking water is provided to the college community through RO systems, promoting good health and well-being. The Maintenance Register, which is centrally located in the Principal office, serves as a comprehensive record of all maintenance-related activities.

Staffs can lodge complaints regarding infrastructure issues, technical snags, or electrical faults. The maintenance supervisor and the team promptly address these complaints, ensuring that all rectifications are made without delay. Furthermore, the Maintenance Register is used to track expenses related to maintenance activities.

In case the required expenditure exceeds a predetermined limit, the maintenance team obtains quotations from relevant service providers. Based on these quotations and careful consideration, informed decisions are taken to optimize resource utilization and ensure cost-effectiveness.