

# **BOOK OF POLICY and PROCEDURE**



**DON BOSCO COLLEGE, MANNUTHY**  
**Affiliated to Calicut University**



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## **INTRODUCTION**

This book presents various Policies and procedures with which the College functions.

Requirements regarding clarity on various policies and *modus operandi* of the college ensures a smooth rendering of educative service and the practice of *Care Paradigm* which the college tries to implement.

By undersigning the admission card of the college, the student accepts to follow these directions in order to embrace the educative goals set for the institute and the career of the student concerned.

By signing in to take up the profession in the college each member of the faculty also vouches to stand by the declared and practiced principles of the college, following the spirit and mission of Don Bosco.

The following policies are formulated considering:

- Government rules and guidelines;
- University norms;

- Education philosophy of the Salesians of Don Bosco;
- Educative directives from the Management of the College;
- Expert advices on various nuances of running an educative institution;
- Following the care paradigm which ensures that the stake holders are taken care of with regard to the services to be rendered through this institution.

The capacity to interpret legitimately these policies is reserved to the Principal and the Manager of the College.



## **01: QUALITY POLICY**

- To provide quality education to enable individuals to meet the emerging needs of society and career.
- To create a homely and serene ambiance where Academic Excellence and Social Commitment are constantly pursued.
- Empowering of the Faculty and Staff and enhancing their skills and Knowledge through career development programmes.
- Encouraging and fostering a spirit of teamwork. Aiming at continual Improvement in all our activities.
- Accompany the youth to arrive at their next level of quality with long-term goals in life and career.
- To enable stakeholders to imbibe the spirit of upright citizenship through uplifting social interactions.
- Provide innovative systems for youth accompaniment and career development through academic and extra-academic opportunities.
- Provide an ambiance of decentralized governance and a friendly atmosphere for growth and sharing.
- Provide career mapping to help students to conserve and invest their energy in the right direction for life.

## **02: ACADEMIC EXCELLENCE**

The following guidelines are issued for the conduct of academic excellence and general behavior:

1. We begin the day with prayer at 8.45 a.m., with students and class teachers assembled in their respective classrooms.
2. The first hour will end at 9.40. At the end of the second hour at 10.35, there will be an interval for 10 minutes. The lunch break will be after the third hour from 11. 40 a.m. to 12.30 p. m. The fourth hour ends at 01.15 p.m. and the fifth hour will end at 02.00 p.m.
3. Students shall always wear the identity card throughout the academic schedule. No student shall enter the campus without identity card.
4. Loss of identity card must be intimated to the college office immediately, and a duplicate identity card must be procured on payment.
5. Students should wear the prescribed uniform on all working days.



6. Students shall park their two-wheelers in the allotted areas. Students are not allowed to bring Four-wheelers into the campus.
7. The consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and warrants disciplinary action.
8. Forming student organizations involving political activities are banned in the campus.
9. Posters, banners, flex boards or flags are not to be kept or exhibited anywhere in the campus except with the written permission of the Principal.
10. No student shall circulate notices, pamphlets, leaflets etc. in the campus.
11. Students are strictly prohibited from indulging in anti-national, anti-social, communal and political activities in the campus.
12. Strikes, dharnas, gheraos, processions, shouting slogans, mass petitions, boycott of classes etc. are prohibited in the campus.

13. Every student shall handle the college property with care, thus maintain a sense of belonging to the college.

14. 14.All serious or willful damage to any property caused by students will be subjected to restitution and face disciplinary measures.

15. No student shall solicit fund from students in the campus without the authorized permission from the Principal.

16. Access to college campus after normal academic hours is permitted only with permission from Principal.

17. No students can leave the campus during academic hours without the written permission from the authority concerned.

18. Following Governor's order RTNo.346/05/H.Ed. dt.01-03-2005, the Government has banned Fashion Show, Cinematic Dance and the use of Mobile Phones with or without camera in the college campus. This order is binding on students of this college. Mobile phone shall be confiscated by the faculty members.

19. Campus is under CCTV surveillance.

20. Students participating in intercollegiate competitions should seek permission and carry the letter of authentication from the Principal.

21. As part of academic programme, a two day educational tour is permitted during the third year with the consent of the class teacher and the approval of the Principal. A male and a female faculty/mother of a girl student in the group should accompany the students for the tour. Consumption of alcohol and smoking are strictly prohibited during the tour and any violation in this regard will have stringent punitive measures.

22. No fireworks are permitted in the campus.

### **Attendance and Leave Requirements**

1. Students should attend all the hours in the academic schedule.

2. A minimum of 75% attendance is required to appear for the university end semester examinations.

3. Attendance is taken every hour. Each teacher maintains a separate attendance register for each course/subject within

the semester. Marks will be allotted as per attendance for each of the courses as part of internal assessment.

4. Attendance is given only within the first five minutes of the hour. Latecomers will not be given attendance.

5. A student taking leave should submit the prescribed leave form to be ratified by the Principal.

6. A student unable to attend the class for five consecutive working days because of serious illness should submit the required medical certificate.

### **03: ACADEMIC BEST PRACTICE**

Academic best practices are those which add value to students and support the main cause of an institution. This college admits students from varied social background. Students are assisted to acquire skills, knowledge and thinking ability. The Outcome Based Education (OBE) pattern enables concrete practices for better future.

It is the policy of the college that each student should be helped to be his/her best during the course of study and later on life. To this end, the college will conduct trial and assessment of students through various modalities which seem to be sufficient according to the judgment of the principal and other authorities.

Academic activities will be organized to identify the various types of learners among the new comers and helped through a rigorous process of identification, monitoring and procedures to help to reach at the best of her/his performance.

Slow learners will be helped to perform better so also other who according to their capacity would excel in their performance. Our policy is not to limit the care for the best of students but to all so that even those weak in studies can excel and become their best.

Creating Honest Citizens, just as Don Bosco wanted is our policy.

#### **04: INTERNAL EXAMINATION**

Internal examinations are conducted by the institution in each semester. It is an integral part of the course and is obligatory for all students.

As per Calicut University norms two internals are conducted in each semester for both UG and PG. The pattern and marks are relative to the university examination. It enables students to demonstrate the application of their skills and knowledge within the time limitations and other constraints which are associated with examinations.

The college maintains transparency with regard to conduct of the examinations and publication of marks, latter being used for calculation of internal marks for University examinations. The modality of examination is explained in academic calendar of relevant year.

There is an Internal Examination Committee for the smooth conduct and an Internal Examination Grievance

Redressal Committee to monitor any complications regarding the same.

The college has an open policy regarding retest for absentees. College believes in giving equal opportunity to every student. Absence due to mitigating circumstances is not a reason for compromising the score of a student. The circumstances for the absence will be studied by the authorities and if found satisfactory the student can appear for retest.



## **05: LIBRARY and LABORATORIES**

1. The college library has a good stock of books which are constantly updated in accordance with the requirements of the students. Exhaustive study materials are available for reference. Magazines and Journals are provided to the students. Library functions from 09.00 a.m. to 4.00 p.m.
2. The entry to the library will be restricted to Don Bosco College present students and staff only.
3. Students should maintain absolute silence and seriousness in the library.
4. Users should keep their belongings in the property counter before entering the library.
5. Identity card is a must for all library transactions. ID cards are non- transferable.
6. Students are allowed to borrow only two books at a time. Books shall be issued from the library during working hours only.

7. Books are issued for a fortnight and can be renewed only once.

8. A student failing to return the book within the prescribed time shall have to pay a fine of one rupee per day per volume including holidays.

9. No member will be allowed to borrow books until the dues, if any, are cleared.

10. Any sort of marking or underlining on pages and removing pages of books are absolutely forbidden. Any damage or defacement of library materials is strictly prohibited and users found damaging material will have to follow disciplinary procedures.

11. Any violation of the library rules and regulations will result in disciplinary process including cancellation of library membership.

### **Computer Lab Guidelines**

1. Students should maintain silence in the lab.

2. Students should leave their footwear outside the lab.

3. No student is permitted to shift or interchange any part of the computer with another.
4. Students should follow the procedures prescribed for logging in and logging out.
5. Violation of lab rules will necessitate serious disciplinary action.

## **06: EXAMINATIONS**

1. Internal Assessment is held twice a semester.
2. A student caught using fraudulent methods during internal assessment will warrant disciplinary action.
3. No student will be permitted to appear for the University examination without Hall Ticket and College Identity Card.
4. Students found guilty of using unfair means in the University examination will be reported to the University and punitive actions will be taken as per University guidelines.
5. Absolute silence should be maintained in the examination hall.
6. Question paper should carry only student's register number and name.
7. Students must sign the attendance sheet during every examination.

## **07: INSTITUTION SCHOLARSHIP**

Every student has the right to education. When it comes to higher education, it is welcome that every possible candidate has such a privilege and that no deserving candidate loses the opportunity to study due to financial constraints.

As far as Don Bosco College, Mannuthy is concerned, the option for the poor is part of the international policy and hence the institution provides scholarships for the deserving candidates upon application.

The application is received after the first semester only. Exceptions are reserved to the Manager alone. Together with the application the applicant needs to provide:

- The latest mark list (Semester, Internal etc.)
- Conduct certificate from the Head of the Department, counter signed by the Principal
- Proof for regularity in attendance signed by the class teacher and counter signed by the HoD.

The application is directed to the Manager who, with his council takes decision on the deserving candidates.

The policy of the institute is that the good name of the individual concerned is protected. To ascertain that the candidate duly deserves, the manager or his representative may visit the family of the applicant and adjudicate the same. At the most, the institute would reveal is, not the identity of the individual, but rather the total amount given out in scholarship and the total number of individuals who have obtained them. Scholarships will be dealt with individually, delicately, honour, and altruism.

## **08: GRIEVANCE REDRESSAL**

The College has a Students' Grievance Redressal Committee which abides the rules laid by UGC. The functions of the Committee are to look into the complaints lodged by any student and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing or dropped in the suggestion/complaint box. Grievances may also be informed to the principal in person or by phone.

### **Objective: -**

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student- teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.



- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal. An anti-ragging committee has been formed in the campus for dealing with the same.

**Scope:-**

The Committee deals with Grievances received in writing from the students about any of the following matters: -

Academic Matters: Related to admission, delay in conduct of examinations, timely issue of internal Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters: Related to dues and payments for various items from library, hostels etc, non-payment or delay in payment of scholarship etc.

Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.,.

**Functions: -**

The cases are attended promptly on receipt of written grievances from the students.

The Committee formally meets to review all cases, deals and redress the issue and seek direction and guidance from the higher authorities if needed.

**Procedure: -**

- The setting of the College Grievance Redressal Committee for students will be widely published.
- The students may feel free to put up a grievance in the complaint boxes placed at conspicuous locations.

- The CGRC will act upon those cases which have been forwarded along with the necessary documents.
- The CGRC will take up only those matters which have not been solved by the different Department Grievance Redressal Committee.
- Grievances related to fees etc will be taken up only if the relevant financial documents like demand drafts etc are attached.

The Committee is requested to contribute effectively to dispose the grievances at the earliest.

On receipt of the complaint, the members of the College Grievance Redressal Committee will meet, with an information to the complainant on their day of convenience. An aggrieved Student or Parent may appear in person to present his/her case.

In the case, the complainant is not satisfied with the decision of the Committee, they may send their appeals to the UGRC (University Grievance Redressal Committee)

and the “OMBUDSMAN” appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the complainant which shall be communicated to the college and the aggrieved person.

The college shall comply with the order of the ombudsman. If any order of the OMBUDSMAN is not complied with by the college, it may recommend the affiliating university for withdrawal of affiliation.

### **Exclusions:-**

The College Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.

- Decisions of the University about admissions in any courses offered by the

Institute.

- Decisions by competent authority on assessment and examination result.

Establishment of a College Grievance Redressal Committee.

In order to comply with the UGC Regulation for addressing student grievance in the college, “Grievance Redressal Committee” of Don Bosco College, Mannuthy has been constituted with Staff in different positions to enquire the nature and extent of grievance. The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.

## **09: CAMPUS PRESERVATION**

### **Restriction of Automobiles**

- Entry of 4 wheeler automobiles for students is restricted in the campus
- The two wheelers can park in the parking slots allotted for students.
- The faculty members have separate parking slot for their vehicles.
- The guest can entry their vehicles only after by permission from the authority.
- All visitors to campus Monday through Friday must register their vehicle with Campus security prior to parking on campus.
- Any vehicle parked on campus between 08.00 pm. and 6:00 a.m. will be considered as parked overnight. Overnight parking is only allowed with the appropriate permit and in designated lots.

- The students who violate the rules should face disciplinary actions.
- There is faculty members to check the maintenance of Automobiles entry to the campus

### **Green Protocol**

The College follows the Green Protocol as part of it WE CARE paradigm. And hence, there will be steady attempt to decrease the used of non-degradable elements from the campus, increase the number of trees and plants and cultivate a system of recycling and re-usage of possible elements.

All offices, library and laboratories are to be well oxygenated with the presence of plants and creepers. More of ecofriendly materials will be utilized and there must be regular attempts to limit the usage of papers in the campus.

### **Ban of Plastic**

- Ensure plastic-free campuses in the institutions.  
Students and faculty must work towards this in mission.

Usage of plastics should be stopped in canteens, in the institution's premises. Students may not be permitted to bring non-bio-degradable plastic items to the institution

- Every student will strive to make his/her household plastic free.
- Installation of necessary alternative facilities like water units to avoid the purchase and use of plastic water bottles.
- Ensure presence of alternative solutions like cloth bags etc., to plastic bottles, covers and other goods on campuses.
- Conducting events and poster competitions etc. on designing ecological and environment friendly goods to minimize the use of single use plastic.
- If anyone bring any non-degradable waste, throw it in separate waste bin colored Red.



## **10: LEAVES**

### **Duty Leaves**

The day when the university has asked to suspend classes, for Paper valuations.

Plus one more day ONLY which will be used after arranging classes and with permission specifically for submission of papers.

When Faculty goes as examiners to other colleges.

Seminars attended or conducted, paper presentations and representations in the name of the college, with prior permission.

### **Late coming, early going and in between escapes**

- Total of 2 hours late/early in a month with prior permission which can be either in the morning or in the afternoon after having made arrangements for the class. It is limited to 8.45 to 9.45 or 2.00 – 3.00. ONLY 2 Hrs A MONTH. (And not necessary to take !)
- This is not transferable to other months.
- Grace minutes: 15 minutes. Only twice a month.

- So, a total of 2.30 mts total, if due permissions are sought and documented.
- Surpassing grace time is half a day leave in the session (morn or eve).
- Late comers are to fill the due form and get it signed by the Principal/Vice principal before signing the register.
- All the rest will be calculated as loss of pay.
- Attendance register will be observed and no whitener is to be seen in the register.
- Medical leaves are to be supported by documents as per the list given by the manager.

**Total leaves for Permanent Staffs:** 12 Casual leaves; 8 Medical leaves

**Non Teaching:** 20 Casual leaves; 8 medical leaves

**Those on Probation:** 10 Casual leaves; No medical leaves

### **Exceptions**

Exceptions for traffic aberrations limited only to those who cross Kuthiran to reach the college. They have fifteen

minutes maximum of additional Grace minutes. This privilege would cease to exist from the day the government declares opened the New road across the hills. Any other accidental events need to be reported, verified and adjudged by the principal so before any further privileges.

Those who require other sorts of exceptions would need specific consent from the part of the Principal before the event and to be recorded as exceptions after the event.

## **11: MEMORANDUM OF UNDERSTANDING**

Memorandum of Understanding (MoU) for knowledge sharing is to facilitate various activities for academic, research and knowledge transfer. The goal is to foster collaboration and provide opportunity for global experience and enhance advancement of knowledge.

- To exchange information on educational programs.
- To exchange information on teaching learning material for educational purposes.
- To jointly organize short term and education programmes on topics of common interest to invite each other's faculty to participate
- To jointly organize seminars, workshops or conferences.
- To exchange students at PG level for limited periods of time for educational purpose.

## **12: INFORMATION TECHNOLOGY**

IT Infrastructure includes hardware, software, network resources and services.

### **Hardware & Software Procurement**

For any IT equipment procurement or upgradation, Head of the Department (HoD) ought to take prior approval from the Principal.

Identify the vendor and make an order based on the comparative analysis. High cost items are to be purchased through college.

Bulk Procurement by combining the requirements of similar equipment should be encouraged to achieve optimum cost benefits.

### **Hardware Repair & Maintenance**

Technicians are expected to check all the lab equipments on a daily basis and ensure that all the machines are working properly.

If any hardware problem is detected by faculty or student, an initial entry should be made to Technician concerned. Upon identifying the service requirement, Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to Administrator.

### **Hardware Upgradation**

Don Bosco College always recommends assembled PC's. The department will track required PC configuration and components for new laboratory programs or courses and will submit a request in the next available budget cycle for an IT budget increase.

Administrator must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance.

The upgradation of equipment can be made through some components, like memory, Graphic card. Projector etc. or by replacing the whole device/equipment through a buy-back mechanism depending on the specifications and

performance parameters of the equipment. Lower Configuration Systems can be utilized for the basic programming practices. A prior approval of specifications and requirement by the Principal is essential. Any disposal or scraping of components, the college e-waste management policy has to be adopted.

### **Software Upgradation**

Existing software will be upgraded with newer versions each year.

Upgradation or new purchase of software will be made as per the curriculum requirement and industry standards

Faculty members and Technicians must also keep themselves updated about any new technology such as OS. Software that has been incorporated in their work place and be ready to address and handle it. Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.

### **Internet Upgradation**

Internet bandwidth will be increased each year based on the need and AICTE I AU guidelines.

### **Obsolescent Removal**

Computer systems and other related hardware which are beyond upgradation, will be replaced with new systems / hardware following the e-waste disposal policy.

Based on the curriculum and research needs, existing software will be replaced with new/ recent software.



### **13: GOVERNANCE**

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative set up, appointment and service rules, procedures, etc. It is the policy of the college that the hierarchical structure of the College Body follows the respective duties and responsibilities within stipulated parameters as evident in the role description.

#### **i. Management Sector**

All units pertaining to the management sector (Management Council, College Council, Administration, Principal, Finance Committee) are to meet together as and when the Principal forwards any requests or concern for the administration of the college. The different units within the sector take up responsibilities to ensure smooth running of the college.

## **ii. Academic Sector**

The Principal, vice Principal, Dean, HoDs, College Union and Students Body work together to ensure the curriculum and syllabus are respected, completed and the future of the students do get sufficient formation as per the stipulated time schedule of the University. The academic, moral, psychological and relational growth of the students and staff are of prime concern in this sector.

## **iii. College Administration**

The Principal, Office Superintendent, the Finance Administrator and those appointed from time to time by the Principal ensure that the college administration is faithfully carried out in due time. Correspondence with the University and other Govt. agencies, maintenance and updating of all data connected with University procedure, Govt. offices, and national requirements are of priority here.

## **iv. Extension Activity Sector**

All units which work as extension of the college activities (Evening college, Youth Centre, Alumni, co-

operators, KISMAT, add-on courses, UBA, DREAMS, Public relations, Placement and Enovation cell, CYRC, Education Hub, etc.) follow the timely decisions of Principal taken upon in consultation with respective higher authorities.

It is the policy of the college that the individual sectors within the hierarchy deliberates specific requirements, notifies the principal about the same who directs the concerned authorities to execute the order given by the principal after due deliberations.

## **14: DEVELOPMENT**

The institutional Strategic / perspective plan is effectively deployed.

### **i. Infrastructural Requirements**

Depending upon the number of students, the Principal, (if required) may consult the College Council, PTA and external agencies /bodies, proposes to the Management Council about necessary infrastructure requirements. Management after due deliberations decides and makes available the required infrastructural facilities.

### **ii. The Principal, (if required) after consulting various departments, students' representatives and expert panel, proposes to College Council which deliberates and authorizes the Principal to request the concerned authorities for the same.**

## **15: MAINTENANCE**

- Maintain all the things in a decent, safe and sanitary condition including related facilities and equipment in a safe and workable condition that fulfills their intended functions and life expectancy.
- Identify and correct conditions that may lead to any damage or sitting outside the respective position.
- Conduct timely inspections, regular and preventive maintenance, timely repairs and replacements to ensure the structural integrity of the development and proper functioning of all equipment.
- Repair any damage that may occur to the library staff in the library itself. Give out what is not.

### **Procedures**

- Identify the policies which are effective.
- Then decide the most desirable policy.
- Invite the tender for maintenance.
- Select a low cost tender.

- Select the correct choice is related with minimum cost and safety criteria.

### **Restriction of Automobiles**

- The allotted faculty members check the proper functioning of rules regarding Entry of Automobiles to the campus.
- Make sure that the Parking areas are clean and neat.
- Regularly checking that the area is optimum for the parking of vehicles.
- Checking any maintenance for the parking areas.
- Checking that the sign boards are placed correctly.

### **Ban of Plastic**

- The authorities regularly check any use of plastic in campus.
- Encourage that alternative facilities are used by the students.
- Regular removing of waste, if anything in the campus is found.

## **Classrooms and Infrastructure**

There is a well followed maintenance policy in the institution. This helps the organization to work without any anomalies.

Lights, fans, benches, desks and projectors in the classroom are to be well maintained. If any issues on maintenance occurs the class leader will inform the class-in-charge who will inform the administrator after site inspection who will in turn refer the concerned persons in charge and see that the maintenance work is done. The due deliberation from the Principal will inform the administrator. All rooms are cleaned daily before the classes begin. Dustbins are provided in each classrooms and in corridors.

## **Computer and Language Labs**

Computers, printers, UPS etc. in the lab are well maintained. If any issues on maintenance occur, lab-in-charge after due deliberation from the Principal will inform the administrator about the maintenance work and after site inspection the administrator will in turn refer the concerned

persons in charge and see that the maintenance work is done.

### **Electronics Lab**

Equipments in the lab are to be well maintained. if any issues on maintenance occurs, lab-in- charge, after due deliberation from the Principal will inform the administrator about the maintenance work and after site inspection the administrator will in turn refer the concerned persons in charge and see that the maintenance work is done.

### **Book and other resources in the library**

The primary objective of this policy is to provide for and maintain a safe and healthy environment for library requirements such as books, library soft wares, databases e-resources etc.



## **16: PERFORMANCE APPRAISAL AND PROMOTION**

The Principal encounters each staff at due intervals either formally scenario or, as Don Bosco suggested, informally. Takes feedback on the situation, both through the written format and verbal, and communicates the required information personally.

Public appraisal is communicated to individuals and groups of individuals for their performances during the staff meetings conducted at regular intervals and as need arises.

Celebration of birthdays of all staff with cutting of cake and tea is part and parcel of our appraisal system.

Promotion in the career is not part of the HR policy of this college. But, when faculties demonstrate exceptional talent and the willingness to go forward further, they are recognized through giving them opportunities to serve in offices like the IQAC, Academic Dean, Office Superintendent etc. with adequate increment in the salary.

## **17: HUMAN RESOURCE**

The HR Policy of the college is aligned to that of the Sacred Heart Province of Bangalore to which the management belongs. Alterations in this regard will be activated only with specific consent from the concerned authorities who are the legitimate superiors of the Management. This said Policy is printed on a separate format with more details affixed.

## **18: CHILD PROTECTION**

The Child Protection Policy of the college is aligned to that of the Sacred Heart Province of Bangalore to which the management belongs. Alterations in this regard will be activated only with specific consent from the concerned authorities who are the legitimate superiors of the Management. This said Policy is printed on a separate format with more details affixed.

As far as the college is concerned each faculty needs to sign an agreement stating that no instances of violence of any sort would be directed to children and said statement duly signed is kept safe with the Manager of the College.

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Any addition to this list of policies is left to the discretion of  
the Principal and the Managing Authority  
.....