

Maris Stella College

(Autonomous)

Vijayawada - 520 008, A.P.



PREFACE

Maris Stella has been in the service of education in Vijayawada since 1962. It is an institution that has nurtured a very large number of women over the years. The educational scenario has been changing with new knowledge, new technology and new global developments. This poses new challenges to an educational institution. Maris Stella has been updating itself continuously to keep abreast of changes.

If an organization has to continue its service without interruption with its stated goals, every functionary, every constituent group has to be aware of their duties and functions and carry them out with enthusiasm and dedication. The organization has to ensure that every staff member of the institution is clear about her/his functions and goals and the vision, mission and objectives of the institution.

The roles and functions stated here are not exhaustive. They are intended to give focus, clarity and a sense of direction to all those who are a part of Maris Stella. It is also a reminder that laxity in our functioning in letter or spirit will lead to the deterioration and dilution of all that the institution holds as good, dear and beautiful and to the blurring of our vision of empowering young women to embark upon life's journey.

Dr.Sr.Jasinthra Quadras
Principal
Maris Stella College (Autonomous)
Vijayawada – 520 008

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1. INTRODUCTION

Maris Stella College, a Catholic Christian Minority Institution of Higher Education for Women is an autonomous institution affiliated to Krishna University and partly residential. It is managed by the Franciscan Missionaries of Mary, a Catholic religious congregation founded by Blessed Mary of the Passion (Hèlèn de Chappotion) in Ootacamund, Tamil Nadu in 1877. As a minority institution it reserves for itself its inherent and constitutionally guaranteed right of management and administration.

The College was founded on 16th July, 1962 with the primary objective of providing Higher Education for women. The College is committed to serve the economically and socially marginalized sections of society. It provides higher education in a Christian atmosphere for deserving students, especially those belonging to the Catholic Community. Admission is open to all irrespective of caste and creed and their rights of conscience are respected.

Our commitment to 'Education for life' is in keeping with the vision of Blessed Mary of the Passion, our Foundress. These women, in turn, become ambassadors of social and ecological justice, working to uphold the pluralistic heritage of our nation.

Vision, Mission and Core Values of the Institution

Vision

Empower, Enrich, Excel, Transform

To contribute to a just and equitable society through quality education for leadership and social responsibility in an environment of academic excellence and sound values.

Mission

The mission of the college is to empower young women through a transformative education to form intellectually competent, morally upright, socially committed and spiritually inspired women imbued with the values of humanism in the service of society.

Core Values

- Truth, Charity and Personal Integrity.
- Transformative Education.
- Inclusiveness, excellence and social justice.

- Holistic growth.
- Protection and Preservation of Environment.

The vision and mission of the Franciscan Missionaries of Mary comes alive in the vision and mission of the college.

FMM Management

FMM Governing Body

The Governing Body of the Society of Franciscan Missionaries of Mary consists of the Provincial Superior and her Council. The Provincial Superior is the President of the Governing Body. The President presides over all the meetings of the Governing Body. In the absence of the Provincial Superior, a delegate nominated for the purpose shall act as the Chairperson.

The Constitution of the FMM Governing Body

Provincial Superior	-	President / Chairperson
Secretary / Correspondent		
Principal		
Vice Principal		
Bursar		
Controller of Examinations		
Members working in the college		

Duties and Responsibilities of the FMM Governing Body

1. Sets all policy matters concerning the institution.
2. Directs general policy and is responsible for the general welfare of the institution.
3. Approves, and modifies all projects recommended by the committees regarding financial matters such as raise of salaries, fee structures, and mobilization of funds through acceptable means and delegates such powers to the local governing body.
4. Appoints the Secretary / Correspondent and Principal for the institution from among the members of the Congregation.
5. Appoints / transfers religious sisters to any other institution under its control on administrative grounds or exigencies of service, or for the larger interests of the institution.
6. Examines and approves proposals regarding land purchase, construction of buildings, major repairs and extends financial support if required.

7. Approves the annual budget and audit reports of the institution and salary structure for the faculty.
8. Appoints enquiry committees pertaining to all matters of the institution if necessary.

Local Management

Governing Body of the College

The Governing Body monitors all the activities of the institution such as Academic Administration, Finance, Research and other internal matters. The body is at the apex as far as decision making and execution are concerned, besides meeting the mandatory requirements from statutory bodies. It functions through decentralization of its powers and duties and is responsible for the systematic functioning of the entire institution.

Constitution of the Governing Body:

President / Chairperson

Secretary /Correspondent

Principal

Vice Principal

University Representative / Nominee, UGC Representative / Nominee, APSCHE Representative /Nominee, members from Finance Committee, Two Senior Faculty.

The Provincial is the President of the Governing Body.

Functions of the Governing Body

- The Governing Body ensures that the vision and mission of the institution are achieved.
- It acts as ‘Check and Balance’ mechanism auditing the functioning of academic, finance, research, consultancy and quality assurance units of the institution.
- It approves the budget and the annual report of the institution and monitors the financial statement and fee structure.
- It suggests improvement measures where and when necessary.

Academic Council

Composition:

The Principal (Chairperson)

Secretary / Correspondent

All the Heads of Departments in the College

Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college

Four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body

Three nominees from the university

A faculty member nominated by the Principal (Member Secretary)

Controller of Examinations, Vice Principals, Deans

Term: The term of the nominated members shall be three years

Functions of the Academic Council:

- Solely responsible for all academic matters such as framing of academic policy, approval of courses, regulations, syllabi, etc.
- Ratifies the resolutions of the Boards of Studies
- Recommend to the Governing Body proposals for institution of new programmes of study

Finance Committee

Composition:

Principal (Chairperson)

Secretary / Correspondent

Vice Principals

Controller of Examinations

Senior member of the faculty

Auditor, Bursar

Functions of the Finance Committee:

- Considers the budget estimates relating to the grant received / receivable from UGC, other non-government sources and income from fees to undertake the functioning of autonomy.
- Audits the accounts for the above.

Non-Statutory Bodies

Besides the above statutory bodies, non-statutory bodies such as the following, as well as the Controller of Examinations and the IQAC help in the smooth management of the institution:

Planning and Evaluation Committee

Grievance Redressal Committee

Examination Committee

Admission Committee

Library Committee

Student Welfare Committee

Anti-Sexual Harassment/ Internal Complaints Committee

Extra-Curricular Activities Committee

Internal Academic Audit Committee

2. ROLES AND RESPONSIBILITIES

Duties of the Correspondent / Secretary

- Represents the institution in all matters of correspondence, administrative, financial and legal issues with the university and government officials
- Selects staff for various posts, teaching and non-teaching in the institution
- Is responsible for sanctioning all types of leave, except casual leave, to the staff
- Ensures the maintenance and safety of property, both movable and immovable of the institution
- Submits the annual budget and audited statement of accounts to the Governing Body.
- Submits monthly financial bills and statements

Principal and her responsibilities

Academic:

- Heads the institution.
- Responsible for the smooth and qualitative functioning of the institution.
- Monitors entire academic domain and parameters.
- Takes care of admissions of students as per norms of the affiliating university/AICTE.
- Is responsible for discipline among staff and students.
- Ensures that the institution runs as per the guidelines of the bodies authorized/ concerned.
- Supervises teaching, learning and evaluation systems.
- Plans research and consultancy activities and provides the required conducive atmosphere.
- Encourages innovations and extension activities.
- Heads all the committees and co-ordinates them.
- Plans the annual schedule and sees that diary of the institution is executed efficiently and meticulously.

- Promotes quality in all aspects of the institution.
- Takes care of placement and student support programmes.
- Responsible for the code of conduct and ethics, physical education, sports, student clubs, curricular and extra-curricular activities.
- Plans and executes the organization of state, national, international symposia, workshops, seminars and conferences in consultation with the departments concerned.

Administrative:

- Monitors office administration, collection of data and submission of required data to the officials concerned as and when required.
- Conducts General Staff, Heads of Departments, Departmental, Committees and IQAC meetings periodically or as and when necessary.
- Takes care of the registers and records as per the norms of the university and other higher bodies.
- Ensures smooth conduct of tests and examinations.
- Maintains a healthy rapport with alumni.
- Promotes linkages, MoUs with other organizations, bodies, industry and signs contracts.
- Attends meetings called for by the authorities of higher education department on behalf of the institution.

Vice-Principals

- Co-ordinate with the Deans and the HoDs to ensure smooth implementation of the academic calendar.
- Are in charge of the day to day running of the institution and report to the Principal.
- Monitor attendance and regularity of staff and students.
- Responsible for the effective functioning of all committees, cells and curricular as well as extracurricular activities.
- Ensure participation of the college community in all aspects of campus life.

The Controller of Examinations

- Is in charge of the planning and scheduling of all examination related matters in consultation with the Principal.
- Gets a copy of the syllabus and model question paper from the departments.
- Prepares a database of eligible examiners.
- Calls for question papers, typesets and has them printed.
- Plans the days of the continuous assessment and semester end examinations, the room allotments, the sessions and invigilation lists.
- Collects the consolidated internal valuation marks from the departments.
- Organizes external centralized valuation of the semester end examination.
- Prepares an overview of the results for the Results Committee.
- Readies the statement of marks for distribution.
- Addresses the grievances of staff and students related to the examinations.
- Presents the final tabulated results to the University for issuing of degrees.
- Prepares the annual budget of the Examination Section and presents it before the Finance Committee for approval.

Deans - Academic Affairs

- Appointed by the Management Committee for a period of two years, which may be extended for one more year.
- Co-ordinate academic programmes of the college, in keeping with its vision and mission.
- Oversee the planning and restructuring of the curriculum every three years in consultation with the Principal, senior faculty members, the IQAC.
- Are members of the College Council and the Academic Council.
- Update the guidelines for the Choice Based Credit System (CBCS) whenever changes are recommended and validated by the relevant committees / statutory bodies.
- Organize and conduct orientation programmes regarding the philosophy and objectives of the CBCS for the first year students.

- Coordinate student registration for elective courses and forward the finalized list to the Controller of Examinations.
- Update and maintain records of student withdrawals from courses.
- Scrutinize attendance particulars of students for the semester end examinations, prepare the list of students who meet attendance requirements and forward it to the Controller of Examinations for issue of hall tickets.
- Take decisions regarding condoning shortage of attendance in keeping with college and university regulations. However, the decision of the Principal is final in all matters concerning attendance.
- Maintain a record of students who have not been condoned.
- Prepare all necessary documents for Academic Council Meetings and subsequently carry out the recommendations made by the Council.
- Provide information related to academic affairs for discussions at the Governing Body meetings.
- Assist in the preparation of students' timetable.
- Organize and conduct Class Committee Meetings in collaboration with the Vice Principals and submit the report to the Principal for review.

Deans - Student Affairs

- Appointed by the Management Committee for a period of two years, which may be extended for one more year.
- Coordinate the activities of the Students' Council in consultation with the Principal, the Vice-Principal and the Supervisor in charge of maintenance.
- Organize orientation programme for the newly elected office-bearers of the Students' Council at the beginning of every academic year.
- Guide and monitor students' club activities, inter-year competitions and inter-collegiate events.
- Organize fund raising programmes in collaboration with the Council for college development.
- Help in organizing, with the Council, the following:

Workers' Day

Teachers' Day

Administrative Staff Day

Foundation Anniversary Day

- Organize Student Welfare activities such as:
Disbursing scholarships, financial aid, food tokens, stationery for needy students, Student Council General Orientation programmes, Induction programme and medical inspection for fresh UG students
- Help in the distribution of College Handbooks at the beginning of each academic year
- Organize Prize Distribution on College Day
- Facilitate the conduct of Student Council meetings
- Help in student counselling
- Organize with the Council, awareness programmes on campus.
- Organize the Annual Valedictory Function for III-year UG and II-year PG students

Dean of Planning and Communication

- Helps the Principal and the IQAC Coordinator in planning quality enhancing measures for the growth and development of the college.
- Formulates all communication on behalf of the college.
- Helps create the right climate for academic, cultural, social and service oriented activities for the benefit of students as well as for the community.

Dean of Administration

- In coordination with the Office Superintendent, is responsible for the preservation of all the records of the Management such as correspondence from government authorities / UGC regarding administrative matters, the cash books (jointly with the Bursar), attendance registers, acquittance rolls, leave accounts, legal issues, recruitment etc.
- Supervises the collection of fees and posting in the register by the Bursar.
- Supervises the maintenance of the cash register and its regular updation for scrutiny and audit.
- Prepares the monthly pay bills of the teaching and non-teaching staff of the institution.
- Maintains the leave accounts of the teaching and non-teaching staff of the institution and submit them to the head of the institution.

- Updates the service books.
- Guides and assists the Principal in the operation of funds received from government agencies and ensures that this money is spent strictly in accordance with the rules and regulations.
- Helps the Principal in answering the objections / queries of audit parties and maintains a record of the same.
- Distributes work to the office assistants and holds them accountable for the timely discharge of assigned work.
- Is accountable to the Principal and the Correspondent.

Bursar

- Responsible for the collection of fees and posting in the register.
- Disburses funds for all requirements
- Makes all purchases for the institution
- Maintains the cash books and updates it for scrutiny and audit.
- Prepares the annual budget for presentation before the Finance Committee.

IQAC Coordinator

- Responsible for all quality matters in the institution.
- Initiates and coordinates curriculum revision regularly.
- Initiates, plans and supervises various activities that are necessary to improve the quality of the education imparted in the institution.
- Coordinates the dissemination of information on various quality parameters of higher education.
- Plans and facilitates internal and external audit every academic year.
- Coordinates the documentation of the various programmes / activities leading to quality improvement.
- Coordinates the quality-related activities of the institution.
- Coordinates in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Coordinates the timely and efficient execution of the decisions of the IQAC committee.

Heads of Departments

- Responsible for efficient functioning of the Department with reference to its goals and conduct of the department in a professional manner.
- Develop and schedule activities of the department for the academic year and prepare the departmental calendar.
- Ensure judicious class allocation to the faculty members.
- Ensure that all faculty members complete their roles and responsibilities in a timely manner.
- Ensure leave management of teaching and non-teaching staff of the department in such a way that no prescribed class hours are lost.
- Ensure a harmonious working environment to nurture a healthy academic community and assist in resolving differences.
- Periodic independent review of faculty performance individually and suggest remedial tips.
- Initiate opportunities and avenues for developing faculty knowledge and capability.
- Identify and arrange guest lectures for different areas within the discipline in consultation with the faculty of the department.
- Encourage faculty to adopt student centric strategies of teaching, maximize the use ICT in teaching and optimize the use of smart classrooms.
- Encourage regular academic discussions for subject exposure among the faculty in and outside the department to facilitate knowledge sharing and updating.
- Convene regular faculty meetings to assess and review the progress of planned activities.
- Ensure timely consolidation and submission of internal assessment marks.
- Comply with reporting requirements and submissions as may be specified.
- Develop proposals for improved teaching methods, curriculum enhancement, new academic programmes of practical significance.
- Promote research and quality publications.

- Convene BOS meetings as per the regulations.
- Work in coordination with the Vice-Principals and the Deans for the smooth running of the institution.

Faculty Members

- Prepare the academic plan for the two semesters of the academic year with detailed unit-wise break up for the courses handled as per guidelines and decide on the prescribed reading / study material.
- Apportion syllabus for continuous assessment in consultation with other faculty members handling the same course.
- Be in class on time, leave the class only at the end of the hour and avoid cancelling classes without informing the HoD and the Vice-Principal.
- Share the course structure, question paper pattern and teaching schedule with the class at the start of the course as also the course objectives and learning outcomes.
- Discuss with the class and fix the testing mode and schedule of the second component.
- Make regular entries in the teaching diary in the prescribed format and submit it to the HoD every week.
- Draw up a session plan for each teaching hour.
- Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including the use of ICT tools.
- Deal with the various units of the syllabus in the stipulated time frame.
- Abide by the leave rules of the institution.
- Ensure that any teaching hour lost due to leave or any other exigency is compensated by filling in the leave hours, if any, of other faculty members of the same class.
- Encourage and promote the use of English in all interactions within the classroom as well as on the campus.
- Dictation of standardized notes for theory subjects must be strictly discouraged. Instead, important points should be highlighted and students should be encouraged to develop their own notes. Generally,

a theory class should spend a maximum of ten minutes in giving notes.

- Submit to the Controller of Examinations through the HoD the question papers for continuous assessment in time.
- Strictly observe confidentiality regarding testing and assessment
- Evaluate the CA answer sheets, return them to students for verification and discussion of answers, collect and enter the marks within the stipulated time frame.
- Prepare a performance-based list of students needing extra academic support and arrange for remedial classes for them.
- Report irregularity in attendance, observation of dress code, conduct, academic performance, non-participation in extra-curricular activities or any other deviant behaviour to the mentor concerned.
- As a mentor, discharge sincerely the responsibilities of guiding, supporting and directing the mentees assigned.
- Interact with students discreetly and with the class representative to know difficulties experienced by the students so that they can be rectified.
- Contribute constructively to the committees / clubs / cells to which one is assigned as member.
- Update oneself of the current developments in one's discipline and in particular, in the courses handled by regular reference to print and online publications.
- Avail oneself of research opportunities.
- Participate in academic discussions initiated by the HoD.
- Cooperate with the HoD and other faculty members in the efficient running of the department and work as a team for the benefit of the students and the institution.
- Arrange for guest lectures, field visits and seminars whenever useful and needed in consultation with the HoD and Principal.
- Participate in the Board of Studies meetings in updating the existing courses or in introducing new courses.
- Suggest areas of modification, improvement or changes required in the curriculum.

- Discharge responsibly any other work specified by the HoD.
- Be present for all college functions and events.

Examination Duty

- Attend to mandatory examination duty as per work allotment assigned by the Controller of Examinations for both continuous assessment as well as semester end examinations.
- Invigilators should report 30 minutes before the scheduled start of the examination.
- Request for any adjustments in the allotted schedule should be made well in advance.
- As a matter of policy, no leave shall be approved during examination days except in the case of or for extremely unavoidable exigencies.
- Any leave approval during the examination period must be cleared by the Controller of Examinations.

Faculty Development Programmes

- It is mandatory for all faculty members to attend the faculty development programmes organized by the college.
- Faculty members should sincerely involve themselves in the follow up activities of the FDPs, upholding the vision and mission of the college.

Internal Flying Squad

- Carries out surprise checks during examinations to ensure their smooth and fair conduct.
- Any other duties as specified by the Controller / Principal.

Administrative Staff

- Systematically and diligently carry out specific job responsibilities assigned.
- Prioritize the work scheduling and complete the same as per the directions of the Dean of Administration.
- Report to the Dean of Administration on every matter needing consultation / advice

Campus Maintenance Manager and Supervisor

- Supervise the maintenance of the campus.
- Specify duties to the support staff assigned for campus care.
- Collect and assess requisitions from the various departments for replacement / repairs of furniture, fixtures, etc. and pass on the list to the Administrative office for action.
- Purchase material for repairs and maintenance.
- Undertake all repairs and maintenance work.

Support Staff

- Systematically and diligently carry out specific job responsibilities.
- Be alert to the work environment and report on all exigencies to the immediate superior.

3. EMPLOYEE SERVICE RULES AND PROCEDURES

Appointment of Employees:

- Staff members shall be appointed purely on the basis of merit as per requirement. Their qualification, experience, knowledge of technology and general awareness, their ability to publish research papers of quality are the parameters. Internal qualities like integrity, zeal for work, team work, commitment and an eagerness to learn are expected in a candidate aspiring to be appointed.
- Every employee shall be appointed through an interview by a proper selection committee. Employees recruited on ad hoc basis, shall go through an interview by the selection committee after ensuring there is a vacancy.

Probation:

- Every employee shall be appointed on probation for a period of one year and an appraisal or feedback shall be taken at the end of the year by the Vice-Principals, Heads of the Department and students to decide on the continuation or termination of the employee. During the probationary period, the employee is not entitled to any increment.

Regular Appointment & Annual Increments

- On successful completion of the period of probation based on good appraisal by the Heads of the Department and students, the Management continues the services of the employees. It is the discretion of the Management to continue or discontinue the services of an employee and sanction an annual increment.
- Service rendered on temporary basis or in a leave vacancy is not considered for the sanction of annual increment.
- Unauthorized leave / absence from duty or absconding from duty without permission from the sanctioning authority is not seen in good spirit and adequate action may be initiated against the employee concerned. However, employees within the purview of the Andhra Pradesh State or UGC service rules shall follow the norms prescribed by these agencies.

Resignation:

- An employee of the institution may resign from service by prior notice of one month submitting a written application to be relieved from duties.

- Such request for relieving or resignation shall not be accepted under the circumstances of any enquiry or investigation or fraud.

Retirement:

- An employee shall retire from the service on attaining superannuation as per the norms of the state.
- The management may continue the services of an employee in the interest of the institution even after her / his superannuation.

Retirement Benefits:

- EPF (Employment Provident Fund) and ESI Scheme
Any employee, teaching, non-teaching and contingent staff is eligible to EPF and ESI benefits.
- Service Gratuity.

Faculty Improvement Programmes:

- Faculty members are permitted to attend Faculty Improvement and Development Programmes like pursuing research, attending courses and improving their academic qualifications. The management chooses such employees based on their overall performance or sanctions paid leave during their pursuit of acquiring a higher degree. The management reserves its right regarding the payment of full or half salary during the period of study.
- The faculty thus sent must have put up a minimum five years of service in the institution.

Leave Rules

Casual Leave

- All the employees in the aided category are entitled to 15 days casual leave while the unaided employees to 12 days, i.e., one day per month.
- Casual leave rules in general apply to all the aided employees and more than seven days at a stretch is not permissible.
- Casual leave for half-a-day can be granted to an employee either for the forenoon or afternoon session.
- Casual leave shall be taken either on prior permission or by informing on phone, through a letter to the HoD, administrative office and the Principal in circumstances not foreseen. In such cases the written leave letter is to be submitted to the Principal within 24 hours.

- Three late comings are treated as equivalent to one day of casual leave.

Special Casual Leave

- Employees of the aided category are entitled to 7 days of special casual leave annually which may be sanctioned by the Correspondent in the circumstances mentioned in the special casual leave norms after the total exhaustion of all casual leave.

Maternity Leave:

- The institution follows strictly the maternity leave rules prescribed for aided staff.
- The other permanent teaching, non-teaching and contingent faculty shall be granted two months of paid maternity leave.
- Maternity leave with pay shall be granted only for two children.

Medical Leave:

- a. Aided employees may avail 180 days of medical leave in their entire service in a phased manner.
- b. An employee with 5 years of service continuously in the same institution can be given 20 days medical leave; likewise, 40 days for 10 years of service and 80 days for 15years of service.
- c. After 20 years of service, the remaining number of days of medical leave may be sanctioned.

4. RECRUITMENT PROCEDURE

Selection Committee:

Selection committee is constituted by the Principal to screen candidates applying for a particular post - teaching, non-teaching or contingent, within the institution. The selection committee includes the Secretary / Correspondent of the Society, the Principal, Vice-Principal, the Head of the Department, Subject Expert, Administrative Representative, normally, the Dean of Administration / Superintendent.

Mode of Recruitment:

- All vacancies for teaching and non-teaching posts are advertised by the Secretary/Correspondent of the institution in English and Telugu newspapers of wide circulation, among which one is a local daily and the others circulated all through the state.
- Applications received are screened by the Head of the Department and with the approval of the Principal, call letters with date, time and venue for written test are sent to the eligible applicants to be selected by the Selection Committee.
- The candidates qualified in the written test are informed to attend the interview.
- The Selection Committee once again verifies the data provided by the applicants and tests their subject knowledge, general awareness, communication skills, presentation skills, caliber followed by a demonstration class.

Selection of Candidates:

- Selection is purely on merit basis.
- Preference is given to candidates with M.Phil / Ph.D / NET / APSET and previous experience.

Appointment

- All the selected candidates are required to submit their original certificates to the Principal at the time of joining duty.
- Any discrepancy in the data or information given results in the termination of the appointment.
- The selected candidates, on accepting the appointment order, enter into an agreement with the institution and a copy shall be preserved in the office.

- The selected candidates are asked to fall in line with the rules of service and sign an agreement to that effect.
- The new recruits are also asked to submit their identity proofs such as Aadhar Card / Passport / PAN Cards along with the original certificates.

5. EMPLOYEE WELFARE MEASURES

The institution pays special attention to the welfare of its employees for the general wellbeing of the individual, society and the institution.

The following welfare measures are in place:

- EPF and ESI
- Gratuity and Pensionary benefits (for aided)
- Sick leave
- Study leave
- Maternity leave
- Group insurance
- Incentives for research
- Travel support/grants for conferences, seminars at national, international levels
- Summer pay
- Faculty improvement programme.
- Advance payment, personal loan on request
- Excursions for staff
- Leave encashment (for the aided staff)
- Annual increment
- Hygienic Canteen
- Mini gym
- Walking Track
- Sports Ground
- RO Purified Water Facility
- Flexibility at times of need
- Get-togethers.

Promotion Policy:

- The promotion policy followed by the institution is as per the norms of the State of Andhra Pradesh and UGC.
- API score and self-appraisals are taken into consideration while promoting the employees involved in teaching as per career advancement norms. Quality research papers, attendance of short term courses and Refresher / Orientation courses are also mandatory in Career Advancement Scheme (CAS)

Research Policy

As an autonomous institution of higher education, Maris Stella College is inspired by a vision of excellence to contribute to organization and society through research. An institution progresses when creation, diffusion and extension of knowledge is considered as a mission.

Objectives:

- To promote research, innovation and intellectual capital.
- To ensure integrity, quality and ethics in research.
- To integrate teaching and research through translational and instructional research.
- To incentivize the generation of intellectual capital.

The faculty gains knowledge and skills by active research carried out in their field of specialization and by disseminating the information to learners. The updates keep the inquiry based approach alive in both teachers and learners. The application of gained knowledge for helping society is the real outcome / success of any research. Research activity bestows peer recognition nationally and internationally for the faculty and they feel intellectually alive in an active research environment. The research policy of the institution was framed in 2006 when Acharya Nagarjuna University awarded guideship to two of our faculty members and granted Research Centers in English and Economics.

The salient features of the policy :

- The institution shall take up infrastructural enhancement in terms of books, E Resources, lab equipment and procurements for computational and other facilities.

- The college shall encourage faculty to take up research by providing incentives, sanctioning leave if research work demands survey or field work, granting OD and flexibility to pursue research related work. Rs.5000 at the time of registration / submission and Rs.3000 per month after award of Ph.D. shall be given as increment to un-aided staff.
- Management shall encourage faculty to take up Ph.D. or M. Phil on FIP basis or to take up part-time research.
- Access to research journals and E resources to be arranged by library and information centre.
- Faculty shall be encouraged and guided to participate in and organize conferences/seminars to become a part of the community of scholars at national and international level.
- Research Cell shall encourage students to take up mini and major projects to gain extra credits.
- The research centre shall provide latest updates on conferences, hands on workshops, guidelines for writing research proposals, conferences available at local, national, and international level and funding opportunities.
- The institution shall encourage socially relevant research and identification and focus on thrust areas based on the expertise available in the institution.

Code of Ethics in Research

The college strives to preserve a climate of research, emphasizing creativity, innovation and productivity with high ethical standards. The institution encourages and directs its members - teaching faculty, students, as well as administrative staff to abide by the highest standards of integrity, accountability and responsibility in academic research.

The code of ethics in research sets forth the general principles to ensure quality and rigor in research, while eliminating misconduct. The faculty and students shall adhere to the following guidelines for maintaining integrity and ensuring ethical practices in research:

- The research shall reflect core values like Quest for Excellence, Scientific Advancement, Value System, Women Empowerment, Entrepreneurship Development, Global Competencies and Nation Building.

- All research activities shall be conducted within the appropriate ethical, legal and professional frameworks, obligations and standards. Professional and scholarly integrity shall be maintained at every level of research.
- The research shall focus on contemporary and novel issues leading to promotion and sustenance of quality education. Researchers shall consider the potential consequences of their research and research findings for the wider society.
- Researchers shall be open to collaborative work with investigators having different/ complementary skills within the institution or elsewhere.
- Researchers shall work together to strengthen the integrity of research and to review the progress of research regularly, in a transparent manner and with a sense of commitment.
- To apply for sponsorship from government or industry, researchers shall inform and obtain prior permission from the Head of the Institution. They should submit progress and final research reports to the sponsors as well as to the institution at times specified in the project award. Transparency and accountability in the use of consumables, non-consumables and disbursement of finances should be adhered to by the researcher.
- Research conducted shall protect the rights, dignity, health, safety and privacy of research participants. Research protocols involving human/ animal subjects must ensure that all the state regulations and policies are being followed. They shall respect cultural, individual, and role differences among research participants and consumers, including those based on age, sex, nationality, language, or socio-economic status.
- Researchers have the ethical responsibility to use the data collected only for the stated research purposes. They should not disclose personal information or the identity of participants in written or oral reports and discussions.
- Researchers should acquaint themselves with the relevant quantitative methods available for processing data (graphs, photo-images, tables), error analysis and tests for reliability.
- Research data obtained in studies performed in the college should be published or presented with acknowledgement to the institution. If

there is any possibility that a copyright or patent application might emerge from the project, the researcher should file an Invention Disclosure with the Head of the Institution.

- Researchers should restrain from plagiarism. They should not publish the same article/ abstract in two different places. They shall grant and limit authorship strictly to those who made a significant contribution to the research. The names listed as co-authors should reflect the relative contributions of various participants in the research and should be published only after all listed authors have approved the submitted version of the manuscript.
- The researchers should cite clearly all sources of information and data that is used. The works of others should be cited or given credit, whether published or unpublished, whether referring to a written work, an oral presentation, or material on a website.

Consultancy Policy

Maris Stella College aims to be an entrepreneurial organization by providing consultancy services to other organisations. The College recognises the consultancy carried out by the faculty as a core and valuable part of its function as an autonomous institution and also as part of the ‘Knowledge Transfer’ in developing mutually beneficial relationships with commercial, public and other organisations. Therefore, the college has established its Consultancy Policy to support all staff in the delivery of approved consultancy.

This policy is projected to provide a clear framework for faculty who wish to take up consultancy, either through college or in personal capacity. Consultancy includes the work extended by a faculty member of the college in their field of expertise for external clients, for which payment is usually made. The faculty members should take prior approval from the Head of the Institution to extend consultancy work and maintain a proper record in this regard. Personal consultancy must be undertaken outside normal working hours of the college and should not hamper the regular teaching in the college. 40% of income generated from such consultancy shall go to the college and 60% to the individual faculty providing the consultancy.

The College reserves the right to impose rejection on any consultancy proposed by the faculty. Any income generated from consultancy approved by the college may be used to develop the academic/research facilities.

Policies for Maintenance of Infra-structure and Utilization

In accordance with its vision and mission, the institution ensures appropriate availability and maintenance of infrastructure and support facilities.

- It is the responsibility of the Maintenance Committee to ensure the availability of infrastructure i.e. physical, academic and support facilities as per the norms prescribed by the institution. This can be achieved by horizontal, upward communication, consolidation and approval. The committee is empowered to get the appropriate data.
- The committee suggests technology upgradation of the infrastructure like laboratories, furniture and other facilities based on the useful innovations for imparting professional education newly featured in the market, and also inputs given by the HODs and others.
- The committee meets periodically as needed to review the requirement of assets and their maintenance and makes recommendations to the Management for approval.
- The requirement of infrastructure/maintenance of assets for the ensuing year shall be collected from respective departments, scrutinized and consolidated for the preparation of the annual budget before submission to the Governing Body for budget allocation. The same shall be communicated to HODs for appropriate action.
- The committee shall peruse any other item brought to its notice for appropriate action.
- As and when assets/sports items / computers / peripherals / software etc. are received on campus by respective departments, the same shall be immediately entered in the Stock Register/Accession Register etc and a number is to be given to the respective asset and also on the bills for effecting payment.

Policy on Financial Aid:

Objective: To provide financial aid to meritorious students from low income families to meet a part of their college fees.

- Financial aid is given to economically weak students to meet their tuition fee expenses.
- Endowments given to students scoring highest marks in their subjects of study are distributed on the College Day every year.
- Merit-based aid is given to students who demonstrate leadership qualities or other abilities such as proficiency in extracurricular activities and /or community service.

7.CODE OF CONDUCT

Code of conduct for employees:

Employees (Teaching and Non-Teaching faculty)

- A strict code of conduct is mandatory for all employees.
- All the employees are required to maintain regularity, punctuality and personal and general discipline in the campus.
- Teaching faculty must maintain academic integrity and transparency.
- All employees are expected to be committed in their duties and contribute towards the progress and quality of the institution.
- All employees have to apply for leave as per norms with the prior permission of the Principal. For long leave, permission of the Secretary/Correspondent is required.
- All employees must inform the Principal before leaving the headquarters even during vacation.
- Employees are not expected to indulge in business, trade or politics or any other employment or work.
- ‘On Duty’ assignments are to be taken up on the production of proof from the authorities concerned.
- The services of an unaided employee can be terminated on grounds of fraud, involvement in crime, negligence of duties, unsatisfactory discharge of duties, while memo for explanation can be issued to an employee with aid and later referred to the higher authorities for necessary action.
- All employees are required to undertake any additional duties after college hours.
- All employees shall follow the college code of conduct and not take up any violence, indiscriminatioin, politics and threaten the academic ambience and peace and harmony in the institution, be it among students, staff or other stakeholders.
- Disciplinary action shall be initiated against those who violate the norms of discipline and the smooth functioning of the institution.

Code of Conduct for Students:

On admission into the college students have to give an undertaking that they shall adhere to the rules and regulations of the college and thereby uphold its reputation, dignity and honour. The code of conduct and all the norms to be observed by students are conveyed to them through the

college handbook, website, orientation classes, open assembly sessions, public address system and mentoring classes

1. Students are requested to familiarize themselves with the rules of the institution.
2. Students, both residential and day scholars must maintain dignity and decorum throughout their day in the campus.
3. Attendance is taken in every period and subject/course wise. 80% of attendance is required for a student to be eligible for semester end examinations. Short fall in the required number of days of presence may lead to the payment of condonation fee as per the norms of autonomy.
4. Students abstaining from classes on medical grounds must submit medical reports from a qualified registered medical practitioner to the Vice-Principal.
5. Students must be regular and punctual to classes and attend all sessions conducted for them.
6. The day begins with a common prayer at 8.55 A.M in which all should participate with respect and attention.
7. Students are not supposed to carry valuables to the college. The college does not hold any accountability for the loss of the same.
8. The students must follow the college dress code.
9. Students are not permitted to leave the college during working hours. Students who need to leave the campus in case of emergency must obtain a gate pass from the Principal/ Vice Principal/ Deans.
10. Students are required to help in keeping the class rooms and the premises tidy.
11. Calling students out of their class rooms while a lecture is in progress is prohibited and students are not allowed to go to the canteen during college hours.
12. Students should not damage/ deface college property (chairs, benches, tables, walls, etc). Fine will be levied on students who misuse/ damage college property.
13. All the students are requested to read notices displayed on the notice boards.
14. The Management/ Principal shall reserve the right to add, delete, amend or alter the conduct rules from time to time and all the students are bound by the rules in force at the time of admission every academic year.

15. Permission to meet parents, guardians, relatives or friends will not be granted during working hours. Students may not leave the class room without permission or until the lecturer has left the room or asked to disperse. On a member of the staff entering the class room or leaving it, the students shall rise and remain standing till she takes her seat or leaves the room
16. Students are forbidden to attend or to organize any meeting in the college or to collect money for any purpose without the permission of the Principal.
17. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.
18. Students of the college, going on strike or in any way guilty of serious indiscipline shall immediately forfeit their scholarship, fee concessions etc.
19. Students may not address public meetings or take part in intercollegiate competitions or radio programmes without the prior permission of the Principal.
20. No matter for publication in newspapers, magazines or journals may be submitted in the name of the college by students without the permission of the Principal.
21. Ragging is totally prohibited in the college and anyone found guilty of ragging and/or abetting ragging whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with UGC regulations on curbing the menace of ragging in higher educational institutions as well as under the provisions of any penal law in force at the time.

8.STUDENT WELFARE

Parent-Teacher Meet

Parents are encouraged to meet the staff members at any time during working hours in order to facilitate co-operation and collaboration in the growth and progress of their wards.

Parents are required to meet the college authorities whenever they are asked to do so.

Mid-day Meals

A nutritious meal is provided during lunch break to identified economically disadvantaged students as part of a welfare programme. Funds required for this programme are generated by some of the present and retired staff members and well-wishers of the college.

Scholarships

Various government scholarships are available for students of Scheduled Castes, Scheduled Tribes and Backward Classes/Other Backward Classes.

Mentoring

Personal guidance for both academic and personal matters is made available to students through the mentoring programme. A certain number of students are allotted to each mentor to seek personal guidance.

Counselling

The aim of education at Maris Stella has always been to prepare students not only for examinations but also for the challenges of life. Professional counsellors are available to students on campus on appointment. The timings of the counsellors are posted outside the Counselling Services Room.

Internal Complaints Committee

The Internal Complaints Committee was constituted by the college under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The guidelines of the Act states the following: “It shall be the duty of the employer or other responsible persons in workplaces or other institutions

to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement, or prosecution of acts of sexual harassment by taking all steps required.”

As directed by the Act, Maris Stella College has constituted a committee called the Internal Complaints Committee to ‘Prevent Sexual Harassment of Women at the Workplace’.

Objectives:

- To evolve a permanent mechanism for prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To uphold the commitment of the institution in providing an environment free of gender-based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness of sexual harassment in its various forms.

Composition of committee

Principal: Chairperson

Three faculty members

Two support staff

Functions:

Preventive : The Committee shall take all measures to communicate the objectives and procedures as to prevention, prohibition and redressal of sexual harassment under the Act, to all the women at the college/ workplace, accordingly to notify the same at noticeable places of the college/ workplace.

Gender Sensitization: The Committee shall periodically conduct programmes to create awareness of prevention, prohibition and redressal of sexual harassment by internal & external experts.

Remedial

- The mechanism for registering complaints should be safe, accessible, and sensitive.

- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.
- To recommend disciplinary action for any complaint registered with the Committee after the enquiry.
- To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counseling, security and other assistance) to the victim if she so desires.

Grievance and Redressal Mechanism

The Grievance and Redressal Cell aims to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the college. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

- To develop an organizational framework to resolve grievances of the students and other stakeholders.
- To ensure effective solution to the stakeholders' grievances with an impartial and fair approach.
- To investigate the reason for dissatisfaction.
- To enlighten the students on their duties and responsibilities.

Composition

- Principal: Chairperson
- Vice-Principals
- Three deans
- Four senior faculty members

Functions:

- Provides information about the Cell's objectives and mode of operation through the website and handbook.
- Informs students of the process for registering of grievances during the Induction Programs
- Acknowledges and analyzes the grievances.
- Seeks a solution through decision- making process.
- Reports the grievances and records how they were redressed.

The procedures are made known through the hand-book, given to each student at the beginning of every academic year, and also in the Value Education classes and mentoring classes.

Procedures

The Grievance and Redressal Cell shall receive and redress grievances related to the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
 - Student- teacher, student- student grievances
 - Grievances related to library and IT services.
 - Grievances related to sports, cultural activities.
 - Grievances related to behavior of stakeholders.
- i. The grievances shall be redressed depending on the nature of the grievance. The grievances are invited through suggestion boxes provided at the key areas of the campus.
 - ii. Department level counseling is offered where the matter can be resolved.
 - iii. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty/HOD/Principal level.
 - iv. Other grievances that require review shall be redressed by receiving written and signed application.
 - v. As soon as the application is received, the Redressal Committee shall review the complaint and invite both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

The grievances are redressed at the earliest by issuing warning letter/ memo/reformation/ remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All grievances concerned with women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

Minority Cell

Maris Stella College is a Christian Minority Institution and provides opportunities to the minority students along with the students of other communities. The institution has permanent minority status.

Objectives:

- To provide opportunity to study in the institution based on minority status of candidate.
- To provide assistance to minority students through counseling sessions.
- To provide training on various aspects like personality development and communication skills
- To coordinate and resolve problems of students through remedial classes.
- To provide information to all the students about scholarships from central government
- To provide extra-coaching for career opportunities.
- To help in furthering government policies and programmes for the development of minorities.
- To provide information on schemes for infrastructure development.
- To provide a mechanism to redress the problems of minority students.

Composition:

Principal: Chairperson

Coordinator

Members

Functions

- To provide information on minority welfare schemes given by Christian Minority Corporation and Muslim Minority Corporation.
- Monitor the functioning of remedial coaching classes and see that the students avail opportunities.
- To provide information about the scholarship schemes available from the state and central government.
- To attend to the grievances of minority students and provide solutions.
- To provide remedial coaching for enhancing their academic skills in various subjects.

SC/ST Cell

Maris Stella College is committed to the welfare of students and provides an environment that promotes diversity and respect for everyone regardless of community and culture. While maintaining the diversity, SC/ST/OBC cell ensures equal opportunities as per the provisions of the Constitution of India.

Objectives:

- To ensure a safe environment to ST / ST / OBC students.
- To provide prompt counseling for emotional problems and assist them in their overall development.
- To provide information to all the students about scholarships and job opportunities.
- To provide extra-coaching for career opportunities.
- To provide a mechanism to address the grievances of SC/ST / OBC
- To provide remedial coaching
- To enhance academic skills in various subjects.

Composition:

Principal: Chairperson

Coordinator

Members

Anti-Ragging Committee

Ragging is prohibited under the Andhra Pradesh Prohibition of Ragging Act, 1997 and it is also punishable under various provisions of the Indian Penal Code, 1860. The regulators of higher education like the UGC and AICTE have also acted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all educational institutions.

The Anti-Ragging Committee is a body at institutional level to establish measures for prohibiting, preventing and punishing activities of ragging within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking action against those found guilty of ragging and / or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Composition:

The College has constituted an Anti-Ragging Committee headed by the Head of the Institution, and a diverse mix of faculty, senior students and non-teaching staff to prevent any form of conflict that could take the ugly form of ragging.

S. No.	Name of the Staff	Position	Designation	Telephone No.
		Chairman	Principal	
		Vice Chairman	Vice Principal	
		Coordinator	HOD	
		Member	Librarian	
		Member	Physical Director	
		Member	Warden / Sr. faculty	
		Member	Placement Officer	
		Member	NSS Program Officer	
		Member	Heads of the Dept.	
		Member	Student (Senior)	
		Member	Student (Fresher)	

Functions:

- To ensure compliance with the provisions of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
- To keep tabs on the happenings / events related to ragging On -Campus or Off-Campus or in other places in the premises.
- To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
- To monitor and observe the functioning and performance of the Anti -Ragging Committee in prevention and curbing of ragging in the institution
- To conduct an on- the -spot enquiry into any incident of ragging referred to it by the Head of the Institution, any member of the faculty or staff, any student, parent or guardian, any employee of a service provider or any other person, as the case may be: and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under Clause(a) of Regulation 9.1 of UGC.
- To monitor the welfare of fresh students outside the campus.
- To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and to be empowered to inspect such places.

Administrative action in the event of ragging:

The institution shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under :

- i. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad award to those

found guilty one or more of the following punishments namely: As per the Supreme Court judgement on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging:

- a. Withholding of Scholarships / Fellowships / Results
- b. Debaring from representation in events and appearing for tests/ examinations and also consequent admission to any other institution
- c. Withdrawing benefits like travel concessions and campus selections
- d. Suspension or expulsion from hostel or mess and also attending classes
- e. Cancellation of admission or rustication from the institution
- f. Liability to pay fine upto Rs.2.5 lakhs
- g. Imprisonment upto 10 years
- h. Registration of FIR against the accused and prosecution under the Indian Penal Code, 1860.

Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging.

Women Empowerment Committee

The Women Empowerment Committee attempts to create awareness of women's issues and promote positive action for women's welfare.

Career Guidance and Placement Committee

The Career Guidance and Placement Committee provides comprehensive and quality career development programmes and employment avenues. These resources equip the diverse student community to successfully meet the demands and challenges of a career.

Objectives:

- To organize training programmes/workshops/seminars and special events to assist students with life planning.
- To provide information on jobs and career opportunities.
- To provide employment opportunities through recruitment programmes on campus and fostering partnerships both on and off campus.

- To mobilize resources for needy students to apply for jobs or to start enterprises.

Language Partnership Programme (LPP)

The LPP is meant for the improvement of the English language. The main objective of the LPP is to improve communicative skills in English. The LPP focuses on the first year undergraduate students and on those who need to improve English language proficiency.

Remedial Coaching

Remedial coaching is designed to help the students improve their academic performance. It is given for each course during the remedial period by the course teachers.

Student Feedback

Student feedback is taken on the curriculum, on academic programmes, faculty and college each semester. The Deans of Academic Affairs help in getting the student feedback.

ANNEXURE

Pledge of Students

Pledge to be administered to the Students

I, _____ a bonafide student of
_____ (Course) at _____

(Institution) do hereby solemnly pledge that:

1. I shall not indulge in any ragging activities either directly or indirectly, either on the campus or outside thereof.
2. I further pledge that I shall treat all my junior students and also other students as my brothers and sisters at all times.
3. I shall maintain cordial atmosphere on the campus and shall follow strict discipline. I shall report any incident of ragging to the concerned authorities as soon as it comes to my notice.
4. I shall say no to ragging and shall not be a party to ragging either as a participant or as an abettor, and
5. I shall do all that is possible to make my institution a better place for learning, enlightenment and enjoyment.