

Report of the last GB meeting held on 7<sup>th</sup>  
9 July 2020



**ST. JOSEPH'S COLLEGE**  
(Autonomous status granted by UGC on 11<sup>th</sup> Octo 2018)  
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NAAC Grade A (CGPA: 3.12)

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1<sup>st</sup> July 2020

### Agenda

1. Prayer
2. Introduction and Welcome : Bishop James Thoppil
3. Report of the last meeting held on 11<sup>th</sup> October, 2019
4. Matters arising from the report
5. Principal's Report
6. Reports from Vice Principals and Administrator
7. Report from Academic Council Meeting
8. Varia
9. Next Meeting
10. Concluding Remarks

1. Prayer

- 1.1. Dr. Fr. Anto as a special guest prayed asking God's blessing on the meeting.

2. Introduction and Welcome

2.1. Most Rev James Thoppil president of St. Joseph's College (Autonomous), Jakhama and Bishop of Kohima Diocese welcomed all the members to the meeting. He mentioned that we were supposed to have the meeting on 23<sup>rd</sup> of April 2020 but due to lockdown we had to postpone the meeting and have it only today. He congratulated Fr. Sebastian and his Team for successfully completing the admission process and admitting nearly 1400 students to the first semester.

2.2. The following members were present for the meeting

1. Most Rev Dr. James Thoppil, President of St. Joseph College (Autonomous)
2. Dr. Fr. Sebastian Ousepparampil, Principal and Secretary St. Joseph College (Autonomous)
3. Dr. Fr. George Angami, Vice Principal St. Joseph College (Autonomous)
4. Dr. Sr. Ranit, Vice Principal, St. Joseph College (Autonomous)
5. Professor Indira Devi Representative NU, Nagaland
6. Rev Fr. Benny Verghese, Administrator St. Joseph College (Autonomous)
7. Dr. Norbert Noraho, Assistant Controller of Examinations
8. Rev Fr. Binoy, Assistant Administrator St. Joseph College (Autonomous)
9. Mr. Sebastian Humtsoe,
10. Mr. F.P.Solo,
11. Mr. Moatemsu, Controller of Examinations, St. Joseph College (Autonomous)
12. Dr. Fr. Anto, Special Guest,
13. Mr. Dihe Mao, Staff representative, St. Joseph College (Autonomous)
14. Mrs. Loreni. Staff representative, St. Joseph College (Autonomous)

3. Report of the last meeting held on 11<sup>th</sup> October, 2019

- 3.1. Fr. Sebastian read out the report of the previous meeting which was held on 11<sup>th</sup> Oct. 2019.
- 3.2. The report was passed, proposed by Rev Fr. Benny and seconded by F.P. Solo.

#### 4. Matters arising from the report

- 4.1. Fr. Benny clarified concerning teachers incentive and answered that it was paid.
- 4.2. Mr. Dihe reminded the Board with regard to the status of teacher's promotion where Fr. Sebastian clarified that the process is on but due to lockdown, the committee could not get the details needed and it will be taken up when lockdown situation improves.

#### 5. Principal's Report

- 5.1 Principles report highlighted, reach out programs, day-to-day activities of various departments, their overall performance and also touched upon the orientation to students of various departments, spring fest, departmental sports meet, staff meeting and HoD's meetings, internal and external examinations. The principal then stressed the significance of the meeting he had with various committees and cells as it has become very important in the light of next NACC accreditation process and he declared that as per the new NACC assessment, the need of having clear data base to support the SSR that we submit. And in the ultimate analysis if we do not have matching data presented as per the SSR we will lose out in getting a better grade.
- 5.2 Bishop congratulated Fr. Sebastian for presenting a comprehensive report and making all effort in documentation as a preparation for next NACC accreditation and encouraged him to continue the efforts in this regard.
- 5.3 Bishop also welcomed Fr. Binoy as assistant administrator and wished him all the best in his efforts.

#### 6. Reports from Vice Principals and Administrator

- 6.1. Vice Principal, Dr. Fr. George Angami and Dr. Sr. Ranit stated that Principal's report was comprehensive and included academic and students performance. Fr. Sebastian appreciated specially the hard work put in by Dr. Sr. Ranit during the admission process.
- 6.2. Administrator, Rev Fr. Benny spoke about the creation of historical museum and thanked History department for the contribution. He further thanked Bishop for contributing number of items for the museum. In his second point he spoke about the construction of PG block

being completed. He added that the extension of Ave Maria Hostel is in the process of being completed with 8 self contained rooms and a study hall in the 2<sup>nd</sup> floor for accommodating about 120 students. He also highlighted about the various activities that has taken place during COVID 19, where college extended monetary help, providing college buses for the stranded people of Tuensang, Meluri, Phek, Dimapur and Mao Gate. We also assisted the stranded workers to reach their homes. We assisted them with food supplies and face masks. Students are being assisted to make online payments. For the 3<sup>rd</sup> and the 5<sup>th</sup> semester students payment of fees were initiated through South Indian Bank. Fr. Sebastian appreciated and thanked him for his great efforts in managing the fees collection of the students.

## 7. Report from Academic Council Meeting

7.1. Introducing the topic the Principal informed the members, as an autonomous college, development of departments especially going to PG etc and the process of declaring the result in exceptional cases like the one we are in has to go through the academic council. We have taken necessary steps in this regard. We had several planning meeting with department of history and Economics and got the department ready to introduce PG studies. We have also taken steps to get required qualified faculty for both the departments. And as far as the result of second semester and fourth semester is concerned we had the meeting of the HoD's and the Committee for Controlling the Examination and have laid down the rules and regulation for assessing the performance of the students and the same was presented to the academic council and the academic council accepted the proposal and it is being presented to the Governing Board for their approval. At this juncture the principal requested Dr. Fr. George Angami the Secretary to Academic Council to present the report of the Academic Council to the Governing Board.

7.2. He presented the report from the HOD's of the Economics and History to the Governing Board for starting of PG courses and the same was accepted by the Governing Board and they recommended that the proposal for PG studies for Economics and History to be sent to UGC and to the University. The presentations were done by Dr. Loreni, Department of

Economics and Dr. Nzano, Department of History. Then Dr. Fr. George presented the report regarding the proposal for skill development to the Governing Board for their approval. The proposal of skill development consisted of certificate and diploma courses. Overall there were 6 diploma programs and 4 certificate courses. The proposals were proposed by Dr. Sedevi, and seconded by Dr. Medonuo and Capt. Regina. It was also affirmed that the same was formulated as per the requirements of UGC.

- 7.3. Fr. Sebastian congratulated Fr. George for getting such a report in limited time and the report was accurate and well presented.
- 7.4. Report from the controller of Examination. The controller of examination then presented rules and regulations for assessing the second semester and the fourth semester that were discussed and approved first by all the HoD's and then by the Academic Council. In the beginning, in his introduction to the report from the Academic Council the principal had explained the need to develop a process for the assessment of students in the COVID 19 situation and he had also assured that rules and regulation for the assessment of the students had been based on the UGC recommendations endorsed by the University and the Principles Forum. Principal specially mentioned the difficulties regarding PG studies as they had only a few classes before the lockdown and in the context of this, detailed discussion were held with all the HOD's of PG section, and in the proposal they have forwarded assessment through open book based examinations. And referring to the efforts being made to introduce skill based diploma and certificate courses the principal specially mentioned the effort being made by St. Joseph's College Autonomous in addressing the problem of unemployment and especially meeting the demand for graduates who are trained with skills to improve the employability of Josephites. He further said that St. Joseph's College is making every effort to make every Josephites employable asthey graduate. The controller of examination then presented the rules and regulations in detail to the Members of the Governing Board and the Governing Body unanimously accepted the rules and regulations and expressed their happiness in the steps being taken by the Academic Council and the Management of the

college. Then the whole report was proposed for passing by Dr. Norbert Noraho and seconded by Dr. Fr. George. Professor Indira Devi congratulated the college fraternity for coordinating such a wonderful virtual meeting. Regarding the previous semester assessment of BA and PG, Dr. Professor Indira Devi enquired about the basis on which marks were allotted and the principal responded that St. Joseph college followed exactly the same rules and regulations proposed by the University. Further Mr. Dihe Mao informed that PG Open Book Based Examination has been introduced because of the very few classes we had before the lock-down and affirmed that they are having an online classes these days and open book examinations will be held and marks will be allotted, 30 marks for assignments and 70 marks for open book examination. Professor Indira Devi expressed her appreciation for open book examination. Bishop congratulated the Departments of History and Economics for making all efforts to start PG studies. Question was raised as to the availability of qualified professors. The principal assured that we had been working on it and there is sufficient number of professors available for economics and history to proceed with PG as shown in the departmental presentation during the Academic Council.

8. Varia

- 8.1. Bishop enquired about examination for sixth semester and the Principal responded saying that the Nagaland University is waiting for the permission from the Nagaland Government in this regard and it depends on the Government and University for the modality and time of their exams. Principal also added that students have to write with their own hands and the Teachers will evaluate it in a reasonable way and allot them marks. Principal appreciated the work of Mr. Dihe who is the co-ordinator of MA for his efforts to do justice in the assessment and evaluation. Mr. Dihe Mao coordinator for PG section informed that open book based examination was introduced to enable the students to benefit from the studies and have a reasonable basis for assessment.
- 8.2. Fr. Benny requested for the submission of the PAN Card of all the Governing Board Members as requested by the Income Tax Department.

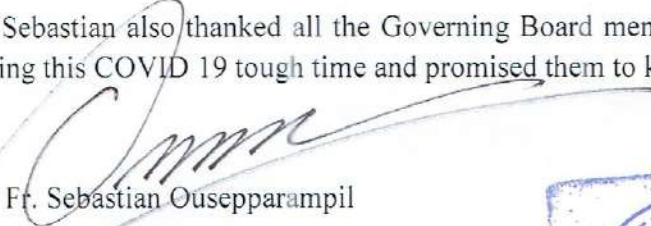
## 9. Next Meeting

9.1. As to the next meeting the principal proposed that the date will be fixed as COVID 19 situation improves

## 10. Concluding Remarks

Bishop thanked everyone for being available at such a short notice for zoom meeting and said that it may be a future way of having such meetings. He thanked the Principal in particular for the good works, bringing pride to the state and to the Church as well and also said that no college has achieved such rank in the state. Bishop also thanked Fr. Benny and wished all the best and thanked him for the progress and meticulous work for the PG Block and the surroundings' of the college. He thanked all the Governing Board members for working for the welfare and progress of the college and their keen interest in the affairs of the college. Bishop further congratulated for their effort which brought the college to 56<sup>th</sup> Rank among the several hundred autonomous colleges in India and first rank in North East. He concluded by thanking all members of the Governing Body and wished them all good health with a hope that we will be able to meet again soon when the challenge of the COVID 19 pandemic is over.

Fr. Sebastian also thanked all the Governing Board members for their cooperation and all out support during this COVID 19 tough time and promised them to keep them informed in future.

  
Dr. Fr. Sebastian Ousepparampil

Principal and Secretary,

St. Joseph's College (Autonomous) Jakhama





# ST. JOSEPH'S COLLEGE

## JAKHAMA

(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11<sup>th</sup> Oct.2018)

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NAAC Grade A (CGPA: 3.12)

Ref. No: SJC/GB/1/2021

Date: 04/12/2021

### REPORT OF THE GOVERNING BODY MEETING

HELD ON 10<sup>TH</sup> FEBRUARY, 2021

VENUE : SJC – Conference Hall No. 1  
DATE : 10 February 2021  
TIME : 10.30am

#### PARTICIPANTS:

1. Most Rev. Dr. James Thoppil, (President of the College)
2. Dr. Fr. Sebastian Ousepparampil, (Principal, Secretary of Governing Body)
3. Dr. Fr. George Keduolhou Angami, (Vice Principal, Students Affairs)
4. Dr. Sr. Ranit, (Vice Principal, Academic Affairs)
5. Rev. Fr. Binoy Joseph (Administrator)
6. Dr. Fr. Pezalhoukho George (Coordinator of PG Programmes)
7. Rev. Fr. Peter Solo (Dean of Science)
8. Dr. Fr. George Punnolil (Diocesan Financial Administrator)
9. Rev. Fr. Victor D'Mello SJ (Parish Priest)
10. Dr. Veronica Nokhwenu (Deputy Director, Dept. of Higher Education)
11. Mr. Sebastian Humtsoe (Retired Additional Secretary, Dept. of Work and Housing)
12. Mr. F.P. Solo (Retired Commissioner & Secretary, Dept. of Higher Education)
13. Mr. Johnny Ruangmei (President, Catholic Association of Nagaland)
14. Mr. Heshuo Dihe Mao (Staff Representative)
15. Mrs. Loreni Yanthan (Staff Representative)

#### ORDER OF THE MEETING

1. Prayer
2. Introduction and Welcome
3. Report of the last Meeting
4. Matters arising from the Report
5. Principal's Report
6. Reports from Vice Principals and Administrator
7. Handover-Matters
8. FCRA – Current Account
9. Varia



- 10. Next meeting
- 11. Concluding Remarks

## **REPORT OF THE MEETING**

### **1. Prayer**

The meeting started with an invocation prayer led by Dr. Sr. Ranit, the Vice Principal, Academic Affairs.

### **2. Introduction and Welcome**

- 2.1 Most Rev. Dr. James Thoppil, president of the College welcomed the Governing Bodymembers to the meeting. He thanked Dr. Fr. Sebastian Ousepparampil for all the good works that he had rendered to the College for the last 5-6 years. Bishop added that Dr. Fr. Sebastian Ousepparampil would be assigned a new responsibility as Director of North East Diocesan Social Forum (NEDSF) at Guwahati. He appreciated Dr. Fr. Sebastian Ousepparampil and recalled that NEDSF was the brain child Dr. Fr. Sebastian Ousepparampil. Bishop James Thoppil wished him well and the Governing Body members sang a festal song and greeted Dr. Fr. Sebastian Ousepparampil as he celebrated his 75th Birthday.
- 2.2 Bishop James Thoppil welcomed the new Governing Body members, Rev. Fr. Binoy Joseph, Rev. Fr. Peter Solo, Dr. Fr. Pezalhoukho George, Mr. Johny Ruangmei, President of Catholic Association of Nagaland (CAN), Rev. Fr. Victor D'Mello SJ, Parish Priest, to the Governing Body meeting. He officially announced that Rev. Fr. Binoy Joseph takes the charge of new Administrator of the College, Rev. Fr. Peter Solo, would take the charge as new Dean of Science and Dr. Fr. Pezalhoukho George would take the charge as new Hostel Director of St. Joseph's Men's Hostel and Coordinator of PG Block.
- 2.3 Bishop James Thoppil noted that some of the Governing Body members could not make it for the meeting due to unforeseen event. He said that the meeting would wind up by 12.00pm in view of the farewell cum welcome programme scheduled at 12.00pm in the Indoor Stadium of the College.

### **3. Report of the last meeting held on 11<sup>th</sup> October, 2019.**

Dr. Fr. Sebastian Ousepparampil read out the report of the previous meeting. Bishop James Thoppil proposed the report to be passed and it was seconded by Mr. Sebastian Humtsoe.

### **4. Matters arising from the Report.**

Mr. F.P. Solo raised clarification concerning the 6 Diploma Courses. In reply, Dr. Fr. Sebastian Ousepparampil said that as 97% of the students in the country are unemployed, St. Joseph's College is working hard to give such certificates to the students for skill development and job placement. It may be noted that 15 Diploma Courses, 11 Certificate Courses, 5 Vocational Studies and 4 Choice Based Credit Papers (CBCP) are being offered at the College, approved by UGC (Ref. Prospectus 2019-2020 & 2020-2021).

### **5. Principal's Report**

- 5.1 Dr. Fr. Sebastian highlighted the report from July 2020 to January 2021. He said that it very important to document well the reports for the next NAAC accreditation.
- 5.2 He said that the College was ready to offer help with the College facilities and Campus for Covid-19 Patients when the Pandemic was shocking and immediate measures were needed to contain the returnees from outside the state. He also said that everyone was informed about Covid-19 and update on Covid-19 was shared from time to time.

- 5.3 Dr. Fr. Sebastian Ousepparampil appraised the Office Staff for their efficient work in resolving online admission, in spite of obstacles and hurdles faced by them.
- 5.4 Bishop James Thoppil thanked Dr. Fr. Sebastian Ousepparampil for his coordination and supervision and the report was passed.

#### **6. Report from Vice Principals and Administrator**

Dr. Fr. George Keduolhou Angami humorously said that the students were very disciplined during the Pandemic and so no report was required. Dr. Sr. Ranit said that all the scheduled exams went on well. There was no problem and that the College had already prepared the necessary requirements to submit the marks of fifth semester to NU. There was no report from the Administrator side.

#### **7. Report from Academic Council Meeting.**

- 7.1 Dr. Fr. Sebastian Ousepparampil shared a few unpleasant experiences he had for documentation and recommended to keep e-copies in hard discs. He also shared that there should be 5 years of documentation by 2023. Since there are many new rules and regulations keeping up to date with the new norms is necessary. He informed that it is important to keep the College updated and that SSR (*Self Study Report*) is very important. He also mentioned that 70 points would be allotted for online documentation and submission and only 30 points when NAAC accreditation team come for physical verification. Therefore, it is very necessary to have first hand document support.
- 7.2 Dr. Fr. Sebastian Ousepparampil also said that NAAC would certainly look into how the institution behaved during the lock down period. He further mentioned that the work of Controller of Examination is very important. The rules and regulations have been made and documents are well preserved. Dr. Fr. Sebastian Ousepparampil also said that it is important to set up a committee to study all the documents well. He added that documentation for staff salary revision is also preserved well. Dr. Fr. Sebastian Ousepparampil said that NAAC would ask the welfare measure for the staff. The College loses points because of lack of documentation. He added that when he came in 2015, NAAC said that it looked at the SSR and the Data. They visited the Departments to verify. For the sake of better future, all the documents well set up including PG programmes.
- 7.3 With regard to skill development, Dr. Fr. Sebastian Ousepparampil shared the names of the different courses and project document. He also mentioned that Mr. Luke Lohe came to College and talked about project documentation. With the help of Mr. Luke Lohe, the project applied to the Government is approved. The College need to maintain project documents and be patient as the project has to come through Nagaland University.
- 7.4 With regard to the maintenance and update of the College Library, Dr. Fr. Sebastian Ousepparampil shared that Dr. Fr. Joy SVD and Fr. Vemedo Joseph were appointed to manage it but it didn't work out. Rev. Sr. Sheelamary, RJM was sent to Guwahati, Assam Don Bosco University to study the matters and logistics of library keeping. Mr. Heshuo Dihe Mao recommended that the College needs a library knowledgeable person to manage the library efficiently.
- 7.5 Dr. Fr. Sebastian Ousepparampil expressed that the College doesn't have enough teachers with NET/Ph.d, which needs better attention. He worked hard with Dr. Sr. Kaisa and Rev. Sr. Nancy in consultation with Dr. Fr. Sebastian, Principal of Don Bosco College, Maram and learned to work on SSR. In the next accreditation it is important to show the future thrust. It is also important to prepare Students to face NAAC team during the visitation.
- 7.6 Bishop James Thoppil thanked Dr. Fr. Sebastian Ousepparampil for being very comprehensive and well documentation of the College activities. He hoped that the new principal would take care of the documentation which is very important.

## 8. FCRA – Current Account

The Governing Body members unanimously resolved to open a Current Account, under the title St. Joseph’s College, in the State Bank of India (SBI) Main Branch, Sansad Marg, New Delhi, as its FCRA designated Account, as per the provisions of the FCRA Act 2020. The Governing Body also resolved to empower Vemedo Kezo, the Treasurer, St. Joseph’s College, to carry out all the necessary steps required to open and operationalize the account at the earliest. The members further resolved that the following persons will be joint signatories for carrying out transaction in the account:

1. George Keduolhou Angami, the Chief Functionary, St. Joseph’s College
- Or
2. Thomas Vauyalayil, the Secretary
- And
3. Vemedo Kezo, the Treasurer

## 9. Varia

- 9.1 Mr. Johny Ruangmei said that we need to be really proud of ourselves as no other Colleges in Nagaland have made much contribution like St. Joseph’s College. Annual report shows lots of infrastructure improvements and progress of students. He suggested once the College reopens a special programme may be planned ahead for a proper orientation. He also commented that online payment with technology has made thing easy and accessible. Online payments should be integrated and explored and to integrate API, it is good to get help from experts. For documentation he suggested cloud computing for the College. Cloud computing is useful as data can be accessed from anywhere. For skill development he strongly recommended on graphic designing as it would bring employment opportunities for students. He lamented that there are no graphic designers in the state. Emphasising the importance of counselling and he said that St. Joseph College need to promote it. He also shared that short term courses and skill development programmes are very important. Technology skill is necessary because it provides employments. With regard to library, online sources are possible and this can be accessed from anywhere.
- 9.2 Bishop thanked Mr. Johny Ruangmei and said that in the years to come, counselling and psychology could be made into departments, although the same is thought off at MSW College Dimapur.

## 10. Next Meeting

The schedule of the next meeting was not decided as the state was still under partial lockdown due to Covid-19 pandemic.

## 11. Concluding Remarks

Bishop James Thoppil concluded the meeting with a positive remark and said that Dr. Fr. Sebastian Ousepparampil was a pioneer of the college along with late Bishop Abraham. He remarked that in future we hope to achieve status of “to be deemed university” and wished Dr. Fr. George Keduolhou Angami, the best of luck. He thanked the staff who make the backbone of the College and was hopeful that with the support of good, committed and understanding staff the college would achieve greater heights of excellence. He thanked Dr. Sr. Ranit for her kind service and everyone for being part of the College. Finally, Dr. Fr. Sebastian Ousepparampil thanked everyone for the support he received during his tenure as a principal. The meeting came to an end at 12.00pm.



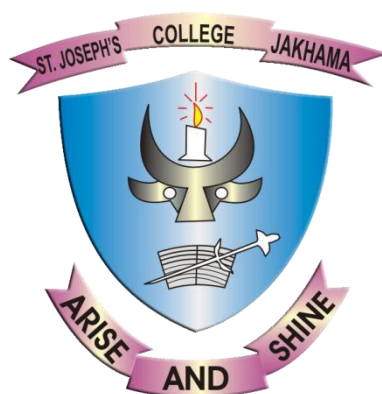
Dr. Fr. George Keduolhou Angami  
Principal and Secretary of the Governing Body  
St. Joseph's College (Autonomous)  
Jakhama – Kohima – Nagaland

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Most Rev. Dr. James Thoppil  
Chairman  
St. Joseph's College (Autonomous)  
Jakhama – Kohima - Nagaland

# **ST. JOSEPH'S COLLEGE JAKHAMA**

(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11<sup>th</sup>Oct.2018)  
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NAAC Grade A (CGPA: 3.12)



## **REPORT OF THE GOVERNING BODY MEETING**

**DATE : 18TH FEBRUARY, 2023**  
**TIME : 10.00am**  
**VENUE : Conference Hall No.1**

<b>PARTICIPANTS:</b>	1. Most Rev. Dr. James Thoppil	: Chairman
	2. Dr. Fr. George Keduolhou Angami	: Secretary/Principal
	3. Rev. Fr. Obed Yimchunger	: Vice Principal (Students Affairs)
	4. Dr. Sr. Ranit SABS	: Vice Principal (Academic Affairs)
	5. Dr. Fr. George Punollil	: Ex-Officio Member, Diocesan Financial Administrator
	6. Rev. Fr. Binoy Joseph	: Administrator
	7. Dr. Fr. Pezalhoukho George	: PG – Coordinator
	8. Rev. Fr. Peter Solo	: Dean of Science
	9. Dr. Nokhwenu Veronica	: Higher Education & Govt. Of Nagaland
	10. Mr. Johnny Ruangmei	: President, CAN
	11. Loreni Yanthan	: Staff Representative
	12. Dr. Dominic Meyieho	: Controller of Examinations
	13. Rev. Fr. Cyprian Francis Lobo	: Parish Priest, Jakhama

## ORDER OF THE MEETING

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|--|---|
| 1. Invocation                                    | : Rev. Fr. Obed Yimchunger (Vice Principal, Students Affairs) |
| 2. Welcome Note                                  | : Most Rev. Dr. James Thoppil (Chairman)                      |
| 3. Report of the Last Meeting                    | : Dr. Fr. George Keduolhou Angami (Secretary/Principal)       |
| 4. Matters Arising from the Report               |   |
| 5. Academic-Chronicle Report                     |   |
| 6. Report from Vice Principals and Administrator |   |
| 7. Agenda  |   |
| 7.1 Guidelines for Assessment and Examination    |   |
| 7.2 Research Programme                           |   |
| 7.3 Master of Science (M.SC.) Programme          |   |
| 7.4 College Admission and Monthly Fee            |   |
| 7.5 Salary of Teaching and Non Teaching Staff    |   |
| 7.6 Teacher Promotion Assessment Committee       |   |
| 7.7 Constitution of New Governing Body Members   |   |
| 8. Varia   |   |
| 9. Next Meeting                                  |   |
| 10. Conclusion                                   |   |

The 9<sup>th</sup> Governing Body Meeting of St. Joseph's College (Autonomous), Jakhama was held on 18th February 2023 at 10.00am in the Conference Hall No.1.

### GB: 9.1 Invocation

The meeting started with invocation said by Rev. Fr. Obed Yimchunger, Vice Principal (Students Affairs).

### GB: 9.2 Welcome Note

The meeting was chaired by the Chairman of the College, Most Rev. Dr. James Thoppil. In his welcome note he appreciated and thanked the esteemed members of the Governing Body for rendering their help and service to the College.

### **GB: 9.3 Report of the last meeting**

The report of the last Governing Body meeting was presented by the Secretary Dr. Fr. George Keduolhou Angami.

**Discussion:** With regard to matters presented in the report, the members discussed about “**short term loan**” made available to the staff of the College. As the term ‘**loan**’ has legal implications it was agreed that the term ‘**loan**’ will not be used again in giving financial help to the staff. The finance officer/administrator of the College expressed the problem faced as many teacher asked for financial help. A discussion was made on the possibility of Corpus fund. On the topic of the possibility of having e-copy of books in the cloud for library, it was felt that having College website with e-copy module for library is a good concept but with regard to uploading e-books and other academic materials in the College website without permission would breach copy-right and ownership.

**Resolution:** (1) The nomenclature “**Staff Welfare Financial Support (SWFS)**” will be used instead of “**Short Term Loan**” with effect from the new financial year 2023-2024.  
(2) A sum of Rs. 15,00,000 (Fifteen Lakh only) as Corpus Fund will be available for Staff to avail **Staff Welfare Financial Support** subject to terms and conditions provided in the Service Rules.  
(3) A sum of Rs. 5,00,000 (Five Lakh only) as Emergency Fund will be available for Staff under **Staff Welfare Financial Support**, in the event of death, accident or natural calamities subject to terms and conditions provided in the Service Rules.

The report was then proposed to be passed by Mr. Johnny Ruangmei and seconded by Dr. Nokhwenu Veronica. The members collectively approved the report to be passed.

### **GB: 9.4 Academic-Chronicle Report**

The Principal gave the report of the Academic Calendar of the College and the Chronicles of all the Academic and co-curricular activities of the College from 4<sup>th</sup> December 2021 to 18<sup>th</sup> February 2023.

### **GB: 9.5 Report from Vice Principals and Administrator**

The Vice Principal, Dr. Sr. Ranit SABS, presented the Academic Calendar of **January to June, 2023** semester. She said that preparation for the Academic Calendar for **July 2023 to June 2024** is on the process.

### **GB: 9.6 Guidelines for Assessments and Examinations**

**Agenda:** The Controller of Examinations, Dr. Dominic Meyieho presented the **Guidelines for Assessments and Examinations** for the members to discuss and deliberate.

**Discussion:**

The members studied the **Guidelines for Assessments and Examinations** and felt that it was well written. The members were of the opinion that well formulated exam rules and regulations are important and significant for the Exam Branch to achieve competence, expected quality of education and smooth functioning of the College. The details of the presentation are given in **Annexure No.1**. The members also discussed that it is important and relevant to publish Rank holders in social media.

**Resolution:**

Having discussed the agenda of the meeting which was recommended by the Academic Council, the members collectively approved the **Guidelines for Assessments and Examinations** and resolved the same to be implemented with effect from the date of approval (18<sup>th</sup> February 2023). The house approved to publish Rank Holders of the departments in the News Papers.

**GB: 9.7 Research Programme**

**Agenda:**

The Principal presented before the Governing Body the need to begin **Research Programme** in the College for discussion, observation and approval. He mentioned that NAAC peer team in its last Assessment recommended Research Programme in the College.

**Discussion:**

During the discussion, the Principal said that as an Autonomous College, it is possible to start Research Programme. The Academic Council recommended Research Programme in the College. The members discussed about the agenda keeping in view of the infrastructure, teaching faculties, feasible time to begin and the importance of research programme. Having discussed in detail, the members felt that as NEP 2020 would be soon introduced in the State, it is necessary and a felt need to begin research programme in the College.

**Resolution:**

As the proposal to begin research programme in the College was recommended by NAAC Assessment team and the Academic Council, the members collectively approved to start Research Programme in the College for all the departments offering Master Degree. To begin with, the house agreed to start **Ph.d Programme for the Department of Economics and Sociology**. Ph.d Programme for other departments can be introduced in the College any time in future depending on the availability of research guides and as and when need. The modalities and preparations will be looked into by the Management Board and Research and Development Cell of the College.

**GB: 9.8 Master of Science (M.Sc.) Programme**

**Agenda:**

The Dean of Science, Rev. Fr. Peter Solo presented before the members the proposal to start **Master of Science (M.Sc) Programme** in the College for discussion, observation and approval. The NAAC peer team in its last Assessment recommended M.Sc. Programme in the College.

**Discussion:**

During the discussion the Principal made known that as Autonomous College, the College is free to begin any Master Degree Programme. The Academic Council recommended that the College could start M.Sc. courses in the College. Rev. Fr. Peter Solo shared the possibilities and logistics required to begin M.Sc. Courses in the College. The members expressed their positive response to start M.Sc. courses.

**Resolution:**

The members collectively approved the recommendation of NAAC Assessment team and the Academic Council and agreed to start M.Sc. courses in the College. To begin with, the house resolved to begin **M.Sc. Department of Botany**. Rev. Fr. Peter Solo, Dean of



Science was given the responsibility to prepare the Syllabus and monitor the logistics of classrooms arrangements and laboratory.

### **GB: 9.9 College Admission and Monthly Fee**

**Agenda:**

The principal presented to the members the **College Admission and Monthly Fee** as an agenda for discussion and consideration.

**Discussion:**

The members of the assembly discussed the need of increasing Admission and Monthly fees as the cost of living has gone up. The Members also felt that as private College, it is reasonable and acceptable to raise Admission and monthly fees to meet the administrative needs and requirements of the College.

**Resolution:**

After having made detailed discussion, the Governing Body members collectively approved to increase Admission and monthly fees as recommended by the Academic Council with effect from the new Academic year, 2023-2024.

There will be increase of Rs. 1500 (One thousand and five hundred) for Admission fee and New Re-admission fee shall be Rs. 1000 (One thousand). There will be increase of Rs. 200 (two hundred) for monthly fee.

### **GB: 9.10 Salary of Teaching and Non Teaching Staff**

**Agenda:**

The principal presented to the members the **Salary of Teaching and Non Teaching Staff** as an agenda for discussion and consideration.

**Discussion:**

The Governing Body felt that it would be good to increase the salary of the Teaching and non Teaching Staff, as the cost of living has gone up. The members were also of one accord that the College needs to increase the salary of staff working in the College. It is important to maintain an affordable salary, although not to the level of pay given by the Government. With the increase of monthly fee, it is reasonable and acceptable to raise the salary of Staff and help the Staff as well. The Finance Committee of the College in its meeting recommended increase of Staff salary. The increase of Staff salary will depend on the increase in the monthly fee.

**Resolution:**

After having made comprehensive study and discussion, the members unanimously approved to raise the salary of Teaching and Non Teaching Staff of the College as recommended by the Academic Council. The Finance Officer/Administrator of the College was asked to do the needful and prepare the new salary list.

### **GB: 9.11 Teacher Promotion Assessment Committee**

**Agenda:**

The principal presented before the members the need to form new **Teacher Promotion Assessment Committee** as an agenda for discussion and consideration.

**Discussion:**

The members of the assembly discussed over the agenda and expressed the need to form new **Teacher Promotion Assessment Committee** to help eligible teachers to avail promotion. The teachers had been informed (**Ref. No: SJC/Teacher Promotion/01/2022, dated: 24/02/2022**) that they can apply for Teacher Promotion Assessment as per eligibility criteria.

**Resolution:**

The members unanimously approved to form new Teacher Promotion Assessment Committee as recommended by the Academic Council and a Committee to have at least five members.

1. Principal
2. Vice Principal (Academic Affairs)
3. One Governing Body Member from Academic background
4. One Senior Teaching Faculty
5. One Co-opted External member

**GB: 9.12 Composition of New Governing Body Members**

**Agenda:**

The principal presented before the members that it is due to form new members of the Governing Body.

**Discussion:**

The members discussed that with regard to the composition of the Governing Body, the guidelines given by UGC for autonomous will be considered however, as Autonomous College, the College is also given the privilege to Constitute their own Governing Body, Academic Council, Board of Studies and Finance Committee (*vide Article 3.8 UGC-Notification New Delhi, the 12th February, 2018, for Autonomous Colleges*).

**Resolution:**

The members unanimously approved to form New Governing Body members and that the names of new members will be published in the new Academic Calendar and Handbook, 2023-2024. The Principal will serve notification to all the new members of the Governing Body of the College.

**GOVERNING BODY**

**Management**

Most Rev. Dr. James Thoppil	: Chairman, Bishop of Kohima, Diocese of Kohima
Rev. Fr. Carolus Neisalhou	: Vice Chairman, Vicar General, Diocese of Kohima
Dr. Sr. Thresiamma V.G, SABS	: Vice Principal, Academic Affairs (Management)
Rev. Fr. S. Obed Yimchunger	: Vice Principal, Students Affairs (Management)
Rev. Fr. Peter Solo	: Dean of Science (Management)
Dr. Fr. Pezalhokho George	: PG - Coordinator (Management)

**Administrative Staff of the College**

Rev. Fr. Binoy Joseph	: Administrative Officer (Management)
Dr. Fr. George Punnolil	: Member, Diocesan Financial Administrator

**University Nominee**

Dr. Nigamananda Das : Professor & HoD, Department of English  
Nagaland University, Meriema

### **Industrialist/Educationist**

Mr. Francis Pelevituo Solo : Rtd. Principal Secretary  
Department of School Education

Mr. Sebastian Humtsoe : Rtd. Additional Secretary  
Department of Work & Housing

Dr. Norbert Noraho : Rtd. Director, Department of Higher Education,  
Government of Nagaland

### **State Government Nominee**

Dr. Nokhwenu Veronica : Deputy Director, Higher Education, Govt. of  
Nagaland

### **Teachers of the College**

Mr. Heshuo Dihe Mao : Asst. Professor, Staff Representative

Mrs. Loreni Yanthan : Asst. Professor, Staff Representative

### **Principal of College**

Dr. Fr. George KeduolhouAngami : Principal, Member Secretary (Management)

### **Member**

Dr. Dominic Meyieho : Controller of Examination, St. Joseph's College, Jakhama

Rev. Fr. Emmanuel Patton SJ : Parish Priest, Mary help of Christians (Educationist)

Mr. Johnny Raungmei : President, Catholic Association of Nagaland (CAN)

Mr. Rukuvito Kikhi : President, Southern Angami Catholic Union (SACU)

### **GB: 9.13 Varia**

1. The Principal informed that the Students Council is through with the preparations to host the **Spring Fest 2023** which is scheduled on **10<sup>th</sup> and 11<sup>th</sup> March, 2023**. The Governing Body expressed the view that the Students Council needs to be accountable with financial matters. The Vice Principal (Students Affairs) would supervise the financial matters along with the Staff Directors.
2. Rev. Fr. Obed Yimchunger, Vice Principal (Students Affairs) proposed the possibility of having official You-tube Channel for the College which the house agreed and he was given the responsibility to register and monitor the same. The Vice Principal (Students Affairs) would be the Admin of the You-tube Channel.
3. The members decided that the College will charge **IQAC fee of Rs. 200** (Two hundred) per student with effect from the New Academic Year 2023-2024.
4. The Chairman shared that it is necessary and important to give publicity of the College in different platforms.
5. Decision taken by the Governing Body in the context of problem faced by Mao Staff and students of St. Joseph's College, Jakhama, due to total bandh imposed in the Southern Angami area by Southern Angamis, which also has affected the normal functioning of the College.
  1. The Governing Body recommends and encourages students affected by this situation to seek admission in other college(s) at the earliest as it is uncertain when the situation will return soon to normal state so that they do not lose a year. The principal personally have spoken to the Principals of some of the colleges and they have agreed to give admission to students affected by the bandh.

2. In case a student wishes to take a year gap (break), he/she may do so and if situation is favourable for he/she may continue study in the College after a gap of one year. The College will be willing to accommodate such student. The break taken from study should not exceed one year. However, to take break from study is personal choice.
3. Student with backlog paper(s) to be cleared have to wait for the next semester to clear backlog paper(s) and if situation returns to normalcy and wishes to, he/she may continue studies at St. Joseph's College.
4. The students of the Department of Business Administration and Sociology (Undergraduate - 4<sup>th</sup> and 6<sup>th</sup> Semesters) and Political Science (Post Graduate - 4<sup>th</sup> Semester) have no alternative choice to continue their present semester studies and since these courses are not available in any other colleges in Nagaland, the Governing Body decided to permit them and make alternative ways to complete this semester in the College as a very special consideration. The modalities will be made known to the students in the coming days. Therefore, keep in touch with the College.

#### **GB: 9.14 Next Meeting**

The Principal informed that the next Governing Body is scheduled for **27<sup>th</sup> November, 2023 at 10.00am**. The Venue of the meeting will be Conference Hall No.1.

#### **GB: 9.15 Conclusion**

The Chairman thanked all the members of the Governing Body for sparing their precious time to be present for the meeting. Due to unavoidable circumstance, many members could not be present for the meeting however, it is hopeful that the decisions made in the meeting will be useful for the College. The meeting concluded at 2.15pm with a prayer said by the Chairman, followed by luncheon.

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*Annexure No.1.*

## **GUIDELINES FOR ASSESSMENTS AND EXAMINATIONS (Undergraduate & Postgraduate Programme) *Choice Based Credit System (CBCS)***

**APPROVED AND PUBLISHED  
BY  
AUTHORITY**

**Jakhama – Kohima – Nagaland, the 18<sup>th</sup> February, 2023**

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### APPENDIX

#### **THE EXAMINATION COMMITTEE**

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The Examination Committee shall compose of the following members:

- i) Chairman : Principal (Chief Controller of Examinations)
- ii) Chief Coordinator : Vice-Principal (Academic Affairs)
- iii) Vice Principal (Student's Affairs)
- iv) Controller of Examinations (COE)
- v) Deputy Controller of Examinations
- vi) TWO regular faculty members of the College with at least FIVE years of teaching experience.

#### **DEFINITION ON RELEVANT KEYWORDS**

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**Academic Year** : Academic Year means two consecutive (one odd and one even) Semesters of 6 months each in a Calendar Year.

**Semester** : Semester means 17 to 18 weeks of academic work equivalent to 90 working days.

The odd semesters may be scheduled from June/ July to November/ December, and the even semesters from December/ January to May/ June.

**Programme** : Programme means a set of the required number of Semesters leading to the award of a degree.

**Course :** Course (also referred to as Paper) means a component of a Programme. It is a unit of instruction or segment of a subject matter carrying a specific number of credits.

Each Course is identified by a unique alphanumeric Course Code and Course Title, and indicative of the Semester. All courses need not necessarily carry the same weight.

The Courses should define the learning objectives and learning outcomes.

A Course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations etc. or a combination of some of these.

**Credit :** Credit means the weightage of the content of the syllabi of a Course/Paper which determines the number of hours of instructions required per week.

**Credit Point :** Credit Point means the product of Grade Point and the number of Credits of a Course/Paper.

**Grade Point :** Grade point means the numerical equivalent allotted to each Letter Grade on a 10-point grading scale.

**Letter Grade :** Letter Grade means an index of the performance of a Candidate in a Course/Paper.

## PART – I

### SECTION – I: ASSESSMENT AND SCHEME OF EXAMINATIONS

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**01 Residence**

**Requirement and**

**Semester Duration**

*(Undergraduate and Postgraduate)*

- a. The *minimum and maximum* residential requirement to qualify for an Undergraduate Programme/Bachelor's Degree (B.A./ B.B.A./ B.Com./ B.Sc.) shall be 3 YEARS (6 Semesters) and 5 YEARS (10 Semesters) respectively.
- b. The *minimum and maximum* residential requirement to qualify for a Postgraduate Programme/Master's Degree (M.A.) shall be 2 YEARS (4 Semesters) and 4 YEARS (8 Semesters) respectively.
- c. The residential requirement shall be continuous from the date of admission/ registration into the Degree Programme (1<sup>st</sup> Semester).
- d. A Candidate failing to complete a Programme within the maximum period shall be required to take re-admission into the FIRST year (1<sup>st</sup> Semester).
- e. The Academic year of the College consists of TWO consecutive Semesters (odd and even) of *SIX Months each*, during which Admission, Coursework, Semester Examinations, declaration of Results and Semester break shall be completed.
- f. The dates of commencement and termination of each Semester shall be decided by the Academic Council.
- g. A Semester shall have a *minimum of 90 working days* (excluding Examination days). If the required number of working days falls short due to unanticipated or unintended development, the same shall be made up by arranging extra classes by the Teacher/Course-in-charge.

## **02 Courses**

*(Undergraduate and Postgraduate)*

- a. The Courses for both the Undergraduate (Honours) and Postgraduate Programme shall be as recommended by the respective Departments and approved by the Academic Council and Governing Body of the College.
- b. The types of Courses include Core Course, Discipline Specific Electives, Generic Electives, Ability Enhancement Courses and Skill Enhancement Courses.
- c. Courses with only Theory component carries a total of 100 marks (6 Credits). Courses with both Theory and Practical component carry a total of 100+50 marks (4+2 Credits). Ability and Skill Enhancement Courses contain only the Theory component and shall carry a total of 50 or 100 marks (2 Credits).
- d. Besides Theory and Practical, some courses may include field study, seminars, industrial tours etc., as part of the Curriculum.
- e. Each Course Teacher shall be responsible for ensuring the coverage of the prescribed syllabi of the Courses. The Head/ Coordinator shall supervise the Academic activities of their respective Department under the supervision of the Principal.

## **03 Credit Points and Contact Hour System**

*(Undergraduate and Postgraduate)*

- a. St. Joseph's College (Autonomous), Jakhama shall follow a uniform pattern of Credit Loads and Academic Calendar in each Semester.
- b. For the maintenance of a standard Teaching and Learning, Credit Points and Contact Hours shall be followed for assessment of the level of learners. Credit Points and Contact Hours have a bearing on the number of classes taken per week for each Course/ Paper.
- c. Each Course has been assigned Credits equivalent to its Theory and/or Practical content.
- d. One Contact Hour shall be of ONE hour (60 minutes) duration, which is in correspondence to the Credits.

*A Course having SIX Credits shall have a minimum of SIX Contact Hours in a week, and a Course having TWO Credits shall have a minimum of TWO Contact Hours in a week.*

*For the Practical Courses, every TWO Hours shall make ONE Contact hour.*

*For field visit, seminar, tours etc., Contact Hours shall be as per the University Grants Commission (UGC) Guidelines.*

- e. Each Course may have a combination of any two or three of the components – Lecture (L), Tutorial (T) and Practical (P). The total Credits earned by a Candidate at the end of each Semester is  $L+T+P$ .
- f. The minimum Credits to be completed/earned by a Candidate in a Programme shall be 140 (for the Undergraduate) and 76 (for the Postgraduate).

- 04 Evaluation and Assessment**  
(Undergraduate and Postgraduate)
- a. The performance of the Candidates/Learners shall be evaluated in two components for all the Courses. The first component shall be the *Continuous Internal Assessment* carrying a weightage of 30%, and the second component shall be the *End Semester Examinations/External Assessments* carrying a weightage of 70% of the total marks.
  - b. Evaluation and Assessment of all Courses shall be conducted in accordance with the Curricula and Syllabi approved by the Academic Council.
  - c. Internal Assessments and End Semester Examinations/External Assessments (Theory and Practical) shall be mandatory to clear each Course.
  - d. **Undergraduate** Courses with *FOUR or more Credits shall be evaluated for 100 marks* (30 for Internal Assessment and 70 for End Semester Examinations).
  - e. **Undergraduate** Courses with *TWO Credits shall be evaluated for 50 marks* (15 for Internal Assessment and 35 for End Semester Examinations).
  - f. **Undergraduate** Practical Courses shall be evaluated for 50 marks only.
  - g. **Postgraduate** Courses shall be evaluated for 100 marks (30 for Internal Assessment and 70 for End Semester Examinations).
- 05 Semester Tests and Examinations**  
(Undergraduate and Postgraduate)
- a. St. Joseph's College (Autonomous), Jakhama shall conduct and evaluate the Mid Semester Tests and End Semester Examinations/External Assessment (for Theory and Practical) for all the Semesters.
  - b. The tentative dates for the Semester Tests and Examinations shall be based on the Academic Calendar.
  - c. The Schedule/Routine for the Semester Tests and Examinations shall be notified through the Office of the Vice-Principal (Academic Affairs), and after the approval of the Principal. The schedules shall not be altered in the event of any unexpected holiday. However, in case of any emergency the Examination Committee is empowered to reschedule an examination.
  - d. All the Question Papers (setting and moderation) shall be done through the Office of the Controller of Examinations, and in consultation with the Principal.
  - e. Regular Classes shall ordinarily be suspended for 2 to 3 days prior to the date of commencement of the End Semester Examinations. However, for Mid Semester Tests (Internal Assessment), there shall be no suspension of regular classes prior to the date of commencement.
  - f. *Guidelines for Semester Tests and Examinations (APPENDIX - I)*
- 06 Internal Assessment**  
(Undergraduate and Postgraduate)
- a. Internal Assessments for each Course shall be of *30 or 15 marks* (as the case may be), and carrying a weightage of 30% of the total marks.
  - b. The minimum requirement of marks to clear the Internal Assessments (for each Course) shall be 45%.
  - c. Outline for Internal Assessments (of 30 marks in the ratio 10:10:10) shall



include the *Mid Semester Tests (10 marks), Assignment (10 marks) and Class Test/Presentation/Project/Viva-voce (10 marks)*.

Outline for Internal Assessments (of 15 marks in the ratio 10:5) shall include *Mid Semester Tests (10 marks) and Assignment/Presentation (5 marks)*.

- d. At the start of a Semester, the Teacher of a Course/Paper shall inform the Candidates the scheme in which he/she is going to assess their performance.
- e. The Teacher of a Course shall conduct separate Internal Assessments for the Backlog Candidate(s).
- f. Except for Mid Semester Tests, the other Internal Assessment activities shall be regulated and conducted by the respective Department under the supervision of the Head/Coordinator. And the marks awarded shall be kept confidential until they are moderated and approved by the Moderation Board.
- g. For the entry of marks, the Examination Office shall provide the format (both soft and hard copy) for all Courses. *The Teacher in-charge of each Course shall record the marks of the various Internal Assessments activities in the marks list* and submit the same to the Examinations Office on or before the due date, and as specified in the Academic Calendar.

**07 Mid Semester Tests**  
*(Undergraduate and Postgraduate)*

- a. The Mid Semester Test shall be a Centralized Examination conducted by the Examination Department.
- b. The Mid Semester Test shall be conducted for 50 marks for all the Courses, and regardless of the number of Credits. The marks secured shall be converted to 10 marks (*i.e, marks obtained ÷ 50 × 10*).
- c. The evaluated Answer Scripts and awarded marks of the Mid Semester Test shall be made accessible to the Candidates by the Examiner(s). Any discrepancies/errors shall be attended by the Examiner(s) before the submission of the final marks and Answer Scripts to the Examination Office.
- d. A Candidate who is absent for the Mid Semester Tests in any of the Course(s) shall not be granted the provision to write the test at a later time, unless otherwise (with genuine reasons) and approved by the Principal.

**08 End Semester Examinations/ External Assessments**  
*(Undergraduate and Postgraduate)*

- a. End Semester Examinations for theory Courses shall be of *70 or 35 marks* (as the case may be), carrying a weightage of 70% of the total marks.
- b. The minimum requirement of marks to clear the End Semester Examinations/ External Assessments (for each Theory Course) shall be 45%.
- c. There shall be a 3-tier system of evaluation consisting of the Examiner, Scrutinizer and Chief-Examiner (or Moderator).
- d. Evaluation of Answer Scripts shall be done internally/externally as the case maybe, and as approved by the Principal.
- e. Under no circumstances shall the Answer Scripts be made accessible to the

Candidates. And the marks awarded by the Examiner(s) shall be kept confidential till they are moderated and approved by the Moderation Board.

- f. For the entry of marks, the Examination Office shall provide the marks list for all Courses. The Examiner(s) shall record the marks and submit the same along with the evaluated Answer Scripts to the Examination Office on/before the due date notified by the Controller of Examinations.

**09 Practical Examinations**  
(Undergraduate)

- a. Practical Examinations shall be conducted as part of the End Semester Examinations by the Course-in-charge to be nominated by the Principal.
- b. End Semester Examinations for Practical Courses shall carry a total of 50 marks per Course and consisting of *TWO Credits*. And the minimum requirement of marks to clear each Practical Course shall be 45%.
- c. Practical examination shall be conducted in any one of the following manners:
  - i) *Laboratory practical examination* in which a Candidate is required to perform a given practical/ experiment, followed by the written and/or *viva voce*.
  - or**
  - ii) *Field Work* in which a Candidate is required to do fieldwork, followed by the written and/or *viva voce*.
- d. *Question Pattern for Practical Courses (APPENDIX – II)*
- e. Practical Examinations and evaluation (for both Regular and Backlog) shall be completed at least a week before the End Semester Examination commences.
- f. The Head of each Department shall act as Coordinators in conducting the Practical Examinations and shall be responsible for all the related activities.
- g. The Coordinators and Examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting Practical Examinations of their respective Courses.
- h. *Viva voce* of each Course shall be conducted on the day of the Practical Examination. At no point the *Viva voce* Examination shall be held before the Practical Examination commences.
- i. The Practical Examiner(s) shall ensure that all assessments are conducted in accordance with the assessment regulations and guidelines.

**10 Evaluation of Dissertation/ Project**  
(Undergraduate and Postgraduate)

- a. Dissertation/Project Courses shall be evaluated out of 50 or 100 marks (as the case may be), and the marks shall be awarded by the concerned Department.
- b. The minimum requirement of marks required for a Dissertation/ Project to be considered *Satisfactory* and to clear the Course shall be 45%.
- c. Submission of the Dissertation/Project Report should be completed for evaluation within the concerned semester.

- d. Dissertation/Project Report for the End Semester Examinations has to be HARD BOUND and, in the *Style/Format of St. Joseph's College (Autonomous), Jakhama* for evaluation.
- e. A copy of the Dissertation/Project shall be submitted to the Examination Office by each concerned Department for record

**11 Eligibility for  
End Semester  
Examinations  
(Undergraduate and  
Postgraduate)**

**Internal Assessment**

- a. A Candidate should *complete all the activities of the Continuous Internal Assessment* and obtain the minimum mark of 45% for each Course to be eligible for the End Semester Examinations.
- b. It shall be mandatory for a Candidate to fulfil all the requirements of the Internal Assessment activities. In the event of failure to fulfil any of the requirement(s), a Candidate shall not be eligible to appear the End Semester Examinations even if he/she has secured the required 45% of marks.
- c. A Candidate failing to complete all the activities of the Internal Assessment and/or failing to obtain the required 45% of marks in THREE or more Courses shall not be eligible to appear the entire End Semester Examinations. He/She shall be regarded as having failed that Semester, and shall be required to repeat the Semester with the Junior Batch in the subsequent Academic Year.
- d. In the event of a Candidate appearing the End Semester Examinations without fulfilling the Internal Assessment requirements, his/her Answer Script shall be or remain cancelled on the grounds of non-fulfilment of Internal Assessment requirements.

**Attendance**

- e. A Candidate shall be eligible to appear the End Semester Examinations only if he/she attains a minimum of 80% in the attendance as per the College and the University Grants Commission (UGC) ordinance.
- f. Even if a Candidate has passed all the Internal Assessments, he/she shall not be eligible for the End Semester Examinations without the required attendance.
- g. For valid reasons, if a Candidate's attendance is 60% or above, he/she may be permitted a relaxation from College Management on the following grounds:
  - i) Prolonged illness: An application for leave within THREE days of absence shall be submitted. The Candidate should submit all the relevant medical evidences and certificate in support of the claim.
  - ii) Extracurricular activities: The Candidate should submit a written confirmation of participation from the concerned authority.
  - iii) Loss of parent or other incidents that need special consideration.

**12 Duration of Semester Tests and Examinations**  
(Undergraduate and Postgraduate)

**Mid-Semester Tests**

- a. The duration of Mid Semester Tests of the Undergraduate and Postgraduate Programme for all Courses shall be TWO hours.

**Undergraduate End Semester Examinations**

- b. The duration of Examination for the Theory Courses having FOUR or more Credits (70 marks) shall be THREE hours.
- c. The duration of Examination for the Theory Courses having TWO or THREE (35 marks) shall be TWO hours.
- d. The duration of Practical Examinations (50 marks) shall be THREE hours.
- e. Additional time for the Practical Examinations may be granted in consultation with the Head of Department, Dean of Science and the Vice-Principal (Academic Affairs), and duly authorized by the Principal.

**Postgraduate End Semester Examinations**

- f. The duration of Examination for all the Theory Courses having THREE or more Credits (70 marks) shall be THREE hours.

**13 Question Pattern for Semester Tests and Examinations**  
(Undergraduate)

**Mid Semester Tests**

- a. The Question Papers shall be set from a portion of each Course covered/ completed by the Course Teacher.
- b. The Question Paper for Courses regardless of the number of Credits is divided into four sections: **(APPENDIX – II)**
- i) Multiple Choice Questions (1 mark each)
  - ii) True or False/Fill in the Blanks (1 marks each)
  - iii) Medium Answer Type Questions (4 marks each)
  - iv) Essay/Descriptive Type Questions (8 marks each)

**End Semester Examinations**

- c. The Question Papers shall be set covering all the Units of the Syllabus, and which shall test the different skills of the Candidates as per **Bloom's Taxonomy**.
- d. *The Question Papers shall be a composition of 33% to test the knowledge skill, 33% to test the Understanding, and 33% to test the Application.*
- e. The Question Paper for Courses with FOUR or more Credits (70 marks) is divided into four sections: **(APPENDIX – II)**
- i) Multiple Choice Questions (1 mark each)
  - ii) Short Type Questions (2 marks each)
  - iii) Medium Answer Type Questions (5 marks each)
  - iv) Essay/Descriptive Type Questions (10 marks each)
- f. The Question Paper for Courses with TWO Credits (35 marks) is divided into three sections: **(APPENDIX – II)**
- i) Multiple Choice Questions (1 mark each)
  - ii) Short Type Questions (2 marks each)
  - iii) Essay/Descriptive Type Questions (8 marks each)

**14 Question Pattern for Semester Tests and Examinations**  
(Postgraduate)

**Mid Semester Tests**

- a. SECTION – I, Sl. No. 13(a) applies
- b. The Question Paper for Courses regardless of the number of Credits is divided into four sections: **(APPENDIX – III)**
  - i) Multiple Choice Questions (1 mark each)
  - ii) Short Type Questions (2 marks each)
  - iii) Medium Answer Type Questions (5 marks each)
  - iv) Essay/Descriptive Type Questions (10 marks each)

**End Semester Examinations**

- c. SECTION – I, Sl. No. 13 (c & d) applies
- d. The Question Paper for Courses with THREE or more Credits (70 marks) is divided into four sections: **(APPENDIX – III)**
  - i) Multiple Choice Questions (1 mark each)
  - ii) Short Notes (2 marks each)
  - iii) Medium Answer Type Questions (5 marks each)
  - iv) Essay/Descriptive Type Questions (10 marks each)

**15 Supplementary Examination**  
(Undergraduate)

- a. St. Joseph's College (Autonomous), Jakhama shall grant the provision of *Supplementary Examination* for the *Undergraduate Programme* only.
- b. After the completion of the Final End Semester Examinations, the VI<sup>th</sup> Semester Candidates shall be granted the provision to appear for the arrear/backlog Course(s) of the V<sup>th</sup> Semester.
- c. Supplementary Examination shall be applicable for both Theory and Practical Courses.
- d. Supplementary Examination shall not be a provision for Grade improvement.
- e. Supplementary Examination shall be optional.
- f. Refer Section Sl. 18(*Regulations for Repeaters*)

**16 Grade Improvement Examination**  
(Undergraduate)

- a. St. Joseph's College (Autonomous), Jakhama shall grant the provision of *Grade Improvement Examination* for the *Undergraduate Programme* only.
- b. A Candidate shall be eligible for Grade Improvement Examination only after passing the Final Semester Examination.
- c. A Candidate who has passed the B.A., B.B.A., B.Com. and B.Sc. Degree Examinations shall be permitted to re-appear an Examination for Grade Improvement for a maximum of TWO Theory Courses, and passed with Grades lower than 'A'.
- d. Grade Improvement Examination shall not be applicable for any of the Internal Assessments and Practical Courses.
- e. Grade Improvement Examination shall not be permissible more than once,

and beyond TEN Semesters (5 years) counting from the time of enrolment.

f. Refer Section Sl. 18:(*Regulations for Repeaters/Improvement Examination*)

**17 Application for Examinations**

*(Undergraduate and Postgraduate)*

- a. Based on the tentative dates of the Academic Calendar, Examination Forms shall be issued from the College Office.
- b. The Office of the Vice-Principal (Academic Affairs) shall also notify the date(s) for the issue of Examination Forms, payment of Examination Fee(s) and the deadline for submission.
- c. The eligible Candidates shall submit the following to the College Office on/before the deadline for submission:
  - i) Duly filled and signed Application Form(s)
  - ii) Payment receipt of Examination Fee(s)
  - iii) Other documents (*as specified by the College Management*)
- d. Late submission/payment of Examination Forms/Fees may be accepted with a late fine at the discretion of the College Management.

**18 Repeaters (Backlog and Improvement)**

**Internal Assessment and Semester Examinations  
(Undergraduate & Postgraduate)**

- a. A Candidate failing to clear the *Continuous Internal Assessments*, and/or failing to obtain the required 45% in the *End Semester Examinations/External Assessments* shall be allowed to reappear for/or repeat the failed Course(s) in the subsequent Academic Year.
- b. Repeat Assessment/Examination shall be applicable only in those subsequent Semester Assessment/Examinations (Odd or Even as the case may be) in which a Candidate has failed the Course(s).
- c. A Candidate with backlog(s) in the Continuous Internal Assessment of any Course shall be required to correspond with the Teacher(s)-in-charge, and undertake a series of Assessment activities conducted by the Course Teacher in order to clear the Internal Assessment.[Refer SECTION – I: Sl.6(d&e)]
- d. A Backlog Candidate shall not be permitted to write the Mid Semester Test conducted for the Regular Candidates (of the Junior Batch).
- e. Candidates desirous of appearing the End Semester and/or Supplementary Examinations for Backlog Course(s) shall apply accordingly once the date(s)for issue and submission of Examination forms are notified, provided he/she has cleared all the Internal Assessment requirements.
- f. A Backlog Candidate shall be given only to *TWO chances* (excluding the first appearance as a regular Candidate) to clear the backlog Course(s), and which shall be within a span of *TWO years* since the first appearance. Failing to clear the Course(s) within the specified period or number of chances, a Candidate shall be regarded as having failed the Programme and shall be required to take re-admission into the FIRST year (1<sup>st</sup> Semester).
- g. A Candidate who has repeated/or is repeating a Course/Paper/Semester

*shall not be eligible for any Award/Prize/Rank/Medal instituted by the College.*

- h. A Repeater/Backlog Candidate shall submit the following to the College Office on/before the deadline for submission:
  - i) Duly filled and signed Application Form(s)
  - ii) Payment receipt of Examination Fee(s)
  - iii) Original Mark Sheet of the Semester Examination in which the repeating Course(s) was held previously
  - iv) Original Mark Sheet of the VI<sup>th</sup> Semester (*if applicable/issued*)
  - v) Other documents (*as specified by the College Management*)

### **Improvement Examination (Undergraduate)**

*(Addition to SECTION – I: Sl. 16)*

- i. Candidates desirous of appearing for Grade Improvement Examination shall apply accordingly once the date(s) for issue and submission of Examination Forms are notified.
- j. *If a Candidate secures lesser marks in the Grade Improvement Examinations, the original marks shall be retained (applying the policy of “Best-of-the-two”).*
- k. *A Candidate appearing for Grade Improvement Examination shall not be eligible for any Award/Prize/Rank/Medal Instituted by the College.*
- l. Candidates seeking Grade Improvement Examination shall submit the following to the College Office on/before the deadline for submission:
  - i) Duly filled and signed Application Form(s)
  - ii) Payment receipt of Examination Fee(s)
  - iii) Original Mark Sheet of the Semester Examination in which the repeating Course(s) was held previously
  - iv) Original Mark Sheet of the VI<sup>th</sup> Semester (*if applicable/ issued*)
  - v) Other documents (*as specified by the College Management*)

## **SECTION – II: GRADING PRINCIPLES AND RESULT**

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### **19 Grading:**

#### **Grade Points and Letter Grade**

*(Undergraduate and Postgraduate)*

- a. St. Joseph’s College (Autonomous), Jakhama shall follow both *Relative and Absolute Grading System*.
- b. Relative Grading is usual allotment of marks by an Examiner/Course Teacher to a Candidate in the Internal Assessment and Semester Examinations.
- c. In Absolute Grading, the sum of the marks of the Internal Assessment and Semester Examinations obtained by a Candidate (in each Course) shall be converted to a Grade based on pre-determined class intervals.
- d. The University Grants Commission’s recommendation of a 10-Point Grading Scale, and a Letter Grade assigned at each level of Grade Points shall be used.

- e. The Semester (Letter) Grade shall not be assigned to any Candidates failing to clear all the Courses of a Semester.
- f. **Grading Scheme (APPENDIX – IV)**

**20 SGPA and CGPA**  
(Undergraduate and Postgraduate)

- a. **SGPA (Semester Grade Point Average)** is a measure of *performance of work done in a semester*. It is the ratio of total Credit Points secured by a candidate and the sum of the total Credits of all the Courses in a Semester.

$$SGPA = \frac{\sum_i^n (C_i \times G_i)}{\sum_i^n CP_i}$$

- Where, n = Number of Courses in a Semester  
 C<sub>i</sub> = Number of Credits for the i<sup>th</sup> Course  
 G<sub>i</sub> = Grade Points obtained for the i<sup>th</sup> Course  
 CP<sub>i</sub> = Number of Credits in a Semester

- b. **CGPA (Cumulative Grade Point Average)** is a measure of the *overall cumulative performance of a Candidate over all Semesters*. It is the ratio of total Credit Points secured by a Candidate and the sum of the total Credits of all the Courses in all the Semesters of a Programme.

$$CGPA = \frac{\sum_i^n (SGPA_i \times CP_i)}{\sum_i^n TCP_i}$$

- Where, n = Number of Semesters completed  
 SGPA<sub>i</sub> = SGPA of the i<sup>th</sup> Semester  
 TCP<sub>i</sub> = Total Credits Earned in a Programme

- c. The calculated SGPA and CGPA shall be expressed up to 2 *decimal places* in the Mark Sheet/Transcript.
- d. SGPA or CGPA multiplied by 10 shall be used to calculate the Percentage.  
(i.e., **SGPA or CGPA × 10 = % marks**)
- e. SGPA and CGPA shall not be calculated for any Candidates failing to clear all the Courses of a Semester.
- f. **Illustration for SGPA and CGPA calculation (APPENDIX - IV)**

**21 Declaration of Provisional Results**  
(Undergraduate and Postgraduate)

- a. The Examination Office shall prepare the Provisional Result and declare it on such date and in such manner as the Examination Committee may decide.
- b. Ordinarily on the basis of the recommendation of the Department/Moderators, Dean/Coordinators and Vice-Principal, the Principal shall approve the Result of the Candidates before their declaration/publication
- c. If need be, the Results prepared shall be scrutinized by the Academic Council and approved by the Principal before their declaration/publication.
- d. Results shall be published on the [College Website](#) and the College Office notice board.
- e. In such cases where it is found that the Results or the Examination have



been affected by error or other matter of whatsoever nature, the Examination Committee under the authority of the Principal shall have the power to amend the result as it may consider necessary.

- f. In such cases where the Results or the Examinations have been affected by malpractice or fraud whereby a Candidate has, in the opinion of the Examination Committee been a party or privy to, or connived at such malpractice or fraud, the Committee shall have the power at any time, notwithstanding the issue of the Mark Sheet to amend the result of such Candidate and to make such declaration as it may consider necessary.

### **SECTION – III: SEMESTER PROGRESSION RULES, DEGREE AND AWARD**

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**22 Semester  
Progression  
Rules  
(Undergraduate and  
Postgraduate)**

**Clearing/ Passing of a Course/ Paper**

- a. Each Candidate is required to obtain a minimum of 45% of the Total marks in the Internal Assessment and End Semester Examinations separately to clear/pass each Course.
- b. Under no circumstances 45% of the aggregate marks (i.e., sum of the Internal Assessment and End Semester Examinations) shall indicate that a Candidate has cleared/passed a Course.
- c. A Candidate failing in THREE or more Courses in the End Semester Examinations shall not be eligible to proceed to the next Semester. He/She shall be regarded as having failed that Semester, and shall be required to repeat the Semester with the junior batch in the subsequent Academic Year.

**Semester Progression/ Advancement**

- d. For both the Undergraduate and Postgraduate Programme, advancement to a higher Semester shall be permitted with a maximum of TWO backlog Courses.
- e. Clearing of Backlog Course(s):  
*[SECTION – I, Sl. 18(f): Regulation for Repeaters applies]*
- f. A I<sup>st</sup> Semester Candidate is allowed to proceed to II<sup>nd</sup> Semester with a maximum of 2 Backlogs. Similarly, a II<sup>nd</sup> Semester Candidate is allowed to proceed to III<sup>rd</sup> Semester with a maximum of 2 Backlogs.
- g. A III<sup>rd</sup> Semester Candidate (with a maximum of 2 Backlogs) shall be allowed to proceed to IV<sup>th</sup> Semester, if and only if he/she has cleared the I<sup>st</sup> Semester Backlog(s).

**Additional Rules for the Undergraduate Programme:**

- h. A IV<sup>th</sup> Semester Candidate (with a maximum of 2 Backlogs) shall be allowed to proceed to V<sup>th</sup> Semester, if and only if he/she has cleared the II<sup>nd</sup> Semester Backlog(s).
- i. A V<sup>th</sup> Semester Candidate (with a maximum of 2 Backlogs) shall be allowed to proceed to VI<sup>th</sup> Semester, if and only if he/she has cleared the III<sup>rd</sup> Semester Backlog(s).

### **23 Award of a Degree**

*(Undergraduate and Postgraduate)*

#### **Undergraduate**

- a. A Candidate shall be declared '*Passed*' and be eligible for the Award of the Bachelor's (B.A./B.B.A./B.Com./B.Sc.) only after clearing all the Courses of all the SIX Semesters and earning the minimum of *140 Credits*.
- b. A Candidate shall not be entitled for the Award of a Degree if he/she has not cleared any of the Course(s) in any of the Semesters.
- c. A Candidate shall be required to clear all the Semester Courses within the maximum period of *5 YEARS (10 Semesters)* for the award of a Degree, failing which he/she shall be regarded as having failed the Programme, and shall be required to take re-admission into the FIRST year (1<sup>st</sup> Semester).

#### **Postgraduate**

- d. A Candidate shall be declared '*Passed*' and be eligible for the Award of the Master's Degree (M.A.) only after clearing all the Courses of all the FOUR Semesters and earning the minimum of *76 Credits*.
- e. A Candidate shall not be entitled for the Award of a Degree if he/she has not cleared any of the Course(s) in any of the Semesters.
- f. A Candidate shall be required to clear all the Semester Courses within the maximum period of *4 YEARS (8 Semesters)* for the award of a Degree, failing which he/she shall be regarded as having failed the Programme, and shall be required to take re-admission into the FIRST year (1<sup>st</sup> Semester).

### **24 Ranking/Awards**

*(Undergraduate and Postgraduate)*

- a. Departmental/Subject ranking shall be declared after the Final End Semester Examinations concludes, and during the declaration of Results. Candidates other than the Regular Batch shall not be considered for ranking.
- b. There shall be ONE topper (overall first position/ rank) from each Department, for both the Undergraduate and Postgraduate Programme.
- c. To qualify for the top position, a Candidate should clear all the End Semester Examinations in a single/first attempt. Additionally, such Candidates whom special provision was granted to re-appear a Test/ Examination in any of the Semester shall not be eligible to qualify for the top position.
- d. The CGPA shall form the basis of a topper. The minimum CGPA required of a Candidate to be a topper shall be *7.00 (SEVEN)*.
- e. If two or more Candidates secure the same CGPA, the Candidate having a higher SGPA in the Final Semester shall be awarded as the topper. If the rank is not resolved, the SGPA of the preceding Semester(s) may be taken into consideration.
- f. ONE medal shall be awarded to the Candidate of each Department (both Undergraduate and Postgraduate) securing the overall first position.
- g. All medals shall bear the College Insignia and an inscription giving the name of the Programme/Department along with the year of Examination.
- h. The medals shall be awarded at the Convocation/Graduation Day. Candidates unable to receive the medals in person may obtain the same

from the College Office after proving their identity.

- i. Subsequent ranking shall also include Candidates who secure an overall CGPA of 7.00 or more, and should clear all the End Semester Examinations in a single/first attempt.
- j. In the event that the Candidates of a Department/Subject fails to obtain the required CGPA of 7.00, there shall be no topper/ overall first position/ rank for that particular Department/Subject. Additionally, there shall be no subsequent ranking.

#### **SECTION – IV: RE-EVALUATION AND CUSTODY OF ANSWER SCRIPTS**

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##### **25 Re-evaluation of Answer Scripts**

*(Undergraduate and Postgraduate)*

- a. Re-evaluation requests shall be routed to the Controller of Examinations through the Principal, and the applicant(s) shall submit the following:
  - i) Duly filled in and signed Application Form
  - ii) Payment receipt for Re-evaluation
  - iii) Photocopy of Admit Card
  - iv) Provisional Statement of Marks / Original Mark Sheet (if issued)
- b. The application shall be screened by the Controller of Examinations, and which shall be sent to the Principal of the College for approval.
- c. The Principal shall appoint an Examiner other than the one who has examined the Answer Script previously.

##### **Principles of Re-evaluation**

- d. A Candidate may within 15 days of the declaration of results apply for re-evaluation of Semester Examination Answer Scripts of not more than TWO Theory Courses by paying the prescribed fee(s).
- e. Re-evaluation shall be permissible to a Candidate who has secured not less than 29% and not more than 60% in the End Semester Examinations.
- f. Practical Course(s) and Dissertation/Project Reports, Supplementary and Grade Improvement Examinations shall not qualify for Re-evaluation.
- g. In any case, Re-evaluation in the Internal Assessment components of any Course shall not be permitted.
- h. *The policy of “Best-of-the-two” shall be applied in the Re-evaluation process.*
  - i) If the mark(s) awarded by the Second Examiner is more than that of the First Examiner, the award of the Second Examiner shall stand.
  - ii) If the mark(s) awarded by the Second Examiner is less than that of the First Examiner, the award of the First Examiner shall be retained.
- i. No retrospective benefits such as award of Gold Medal or other Awards of the College shall be accrued to a Candidate as a result of re-evaluation.
- j. Result of the re-evaluated Course(s) and other relevant documents shall be declared in consultation with and the approval of the Principal.
- k. The results of Re-evaluation shall be communicated to the Candidate(s).

**26 Custody of  
Answer Scripts**

- a. The Office of the Controller of Examinations shall keep all the records of the Examinations (Internal Assessments, End Semester Examinations and Supplementary Examinations) for **THREE years**.
- b. A Candidate shall have no right to seek information on evaluation related matters pertaining to these Examinations.
- c. Records pertaining to the Results of the Candidates shall be kept by the Controller of Examinations.

**SECTION – V: ISSUE OF PROGRAMME DOCUMENTS / CERTIFICATES**

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**27 Admit Cards**

- a. Admit Cards (for both Regular Candidates and Repeaters) for the End Semester Examinations shall be issued to the Candidates at least 15 days before the commencement of the Examinations.
- b. Admit Card shall not be issued to any Candidate who has fees/dues pending against his/her name. The admit Card shall be issued to the Candidate only after the clearance of all the fees/dues.
- c. Admit Card shall be collected by the concerned Candidate only. Under no circumstances shall the Admit Card of a candidate be collected by another.

**28 Mark Sheets**

- a. Mark Sheets for both the Regular Candidates and Repeaters shall be issued only after 30 days of the declaration of the Provisional Results.
- b. Candidates irrespective of Cleared or Not Cleared shall collect their Original Mark Sheet within *THREE months from the date of issue*. Failure to collect the aforesaid document within the stipulated time shall invite a penalty of Rs. **500**. Failure to collect beyond *ONE year and above* shall invite a penalty of Rs. **1000**.
- c. Mark Sheet shall be collected by the concerned Candidate only. In exception, a Candidate may authorize another person in writing (approved by the Principal) to collect the Mark Sheet on his/her behalf. *(A photocopy of both party's College Identity Card shall be attached)*
- d. Consolidated Mark Sheets shall not be issued to any Candidates of the VI<sup>th</sup> Semester (Undergraduate) and IV<sup>th</sup> Semester (Postgraduate) who has not cleared all the Courses of the Programme. Consolidated Mark Sheets for those Candidates shall be issued only after clearing all the Courses.

**29 Addendum/  
Corrigendum**

- a. Any omission/technical error(s) detected after the publication of Results or issue of the documents shall be rectified from the Examination Office.
- b. Any error(s) in the Result, Admit Card and Mark Sheet shall be reported to the Controller of Examinations immediately or within 30 days from the date of publication and/or issue. The Examination Committee shall take the necessary actions for addendum/corrigendum.
- c. A Candidate shall be liable to payment of a requisite fee for each document

if request/ application for addendum/corrigendum of the Result, Admit Card and/or Mark Sheet exceed 30 days from the date of publication and/or issue.

- d. The prescribed amount of the fee shall be decided by the College Management.
- e. All requests for addendum/corrigendum shall include the following:
  - i) Application Form verified by the Vice-Principal (Academic Affairs)
  - ii) Written Application forwarded by the Principal
  - iii) Original document issued.
  - iv) Payment Receipt for (addendum/corrigendum request beyond 30 days)
- f. The Examination Committee reserves the right to insert addendum/corrigendum in any of the document issued.

### **30 Duplicate Documents**

- a. *Duplicate copy* of a document shall be issued on the ground of *loss or theft, burnt or damage* only.
- b. The duplicate document shall be issued to the applicant after 3 working days of the submission of application.
- c. The Examination Committee reserves the right to issue/not to issue a duplicate document.

#### **Loss or theft**

- d. The Candidate shall file a *First Information Report (FIR)* at the nearest Police Station and publish a *Lost Notice* in any of the local daily English Newspaper.
- e. The Candidate shall apply for a *duplicate copy* of the lost document after 10 days from the Examination Office with the following documents:
  - i) Application Form verified by the Vice-Principal (Academic Affairs)
  - ii) Written Application forwarded by the Principal
  - iii) Payment Receipt
  - iv) Report/Certificate received from the Police Station (*Photocopy*)
  - v) Published Lost Notice (*Photocopy*)
  - vi) Affidavit for loss of Document(*Photocopy*)

#### **Burnt**

- f. The Candidate shall report it to the Fire Service Station or Civil Administrative Officer of the area, and apply for a *duplicate copy* from the Examination Office with the following documents:
  - i) Application Form verified by the Vice-Principal (Academic Affairs)
  - ii) Written Application forwarded by the Principal
  - iii) Payment Receipt
  - iv) Report/Certificate received from the Fire Service Station or Civil Administrative Officer (*Photocopy*)
  - v) Affidavit for burnt of Document (*Photocopy*)

#### **Damage**

- g. The applicant(s) shall apply for a *duplicate copy* from the Examination Office with the following documents:
  - i) Application Form verified by the Vice-Principal (Academic Affairs)

- ii) Written Application forwarded by the Principal
  - iii) Payment Receipt
  - iv) Damaged document
  - v) Affidavit for damage of Document (Original)
- h. Duplicate Provisional Pass Certificate shall not be issued after the award/issue of the Degree Certificate by the Parent University (Nagaland University).
- i. Fee(s) for issue of duplicate documents:
- i) Admit Card : Rs. 500
  - ii) Mark Sheet : Rs. 1000
  - iii) Provisional Degree Certificate : Rs. 100
  - iv) Others : *As decided by the College Management*
- j. Fees for ***Triplicate document*** shall be double the fee(s) of the duplicate.

## PART – II

### SECTION – VI: EXAMINATION PROCESS

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#### **31 Appointment of Question Paper Setters**

- a. The Examination Office shall provide the *Question Paper Template* (for Internal Assessment and End Semester Examinations) to the Question Paper Setters.
- b. The Controller of Examinations shall appoint the Question Paper Setters at least two or three months before the Semester Tests or Examinations commence. No individual shall claim appointment as a matter of right.
- c. Question Paper Setter shall communicate about his/her appointment (to accept or reject) within the prescribed time limit.
- d. The Question Paper Setters shall follow all the *guidelines and instructions* given by the Examination Committee in respect of the pattern, model and schemes.

#### **Mid Semester Tests**

- e. Each Head/Coordinator of the Department of the College shall nominate the faculty members to set the Question Papers for the various Courses/Papers.

#### **End Semester Examinations**

- f. The Examination Office shall obtain at least 2 sets of Question Papers for each Course/Paper in sealed Envelopes.
  - i) First, the Question Paper for each Course/Paper shall ordinarily be set by an external setter, and who is an expert in the subject/field.
  - ii) Second, each Head/ Coordinator of the Department of the College shall nominate the faculty members to set the Question Papers for the various Courses/ Papers.
- g. In exceptional cases, where the College is unable to acquire 2 Question

Papers, a set from the previous Examination may be considered.

### **32 Examinations**

- a. The Examination Committee shall arrange (and sort the Serial Numbers) of the Answer Scripts and Question Papers to be allotted to each Examination Hall.
- b. The Answer Scripts and Question Papers shall be distributed to the Hall Invigilators only 10 minutes before the Examination commences.
- c. Examination Supervisors appointed by the Principal shall visit the Examination Halls and ensure that the Examinations are conducted as per the Regulations.
- d. Each day on completion of the Examination, the Hall Invigilators shall sort all the Answer Scripts according to the Serial Number specified by the Controller of Examinations for each Examiner.
- e. Evaluation of Answer Scripts shall be done internally/external as the case maybe.

### **33 Appointment of Examiners**

- g. Ordinarily, the Examiner (or Evaluator) of each Course/Paper shall be the Teacher-in-charge of the said Course/Paper or Question Paper Setter.
- h. In exceptional cases, the Controller of Examinations may appoint the Head/Coordinator, or a Senior Faculty of the Department as the Examiner.
- i. Appointment of Examiner(s) shall be made 15 (fifteen) days before the End Semester Examination commences.
- j. The Examiner(s) shall follow all the *guidelines and instructions* relating to matters of evaluation given by the Examination Committee.

### **34 Scrutiny of Answer Scripts**

- a. Upon return of all the evaluated Answer Scripts of the Semester Examinations by the Examiners, the Controller of Examinations shall invite for scrutiny of the evaluated scripts in consultation with and approval of the Principal.
- b. The Principal shall appoint the faculty members from each Department of the College for Scrutiny. The appointment of the faculty members for scrutiny is not permanent but subjected to change every semester.
- c. The Controller of Examinations shall be the Convenor, and who shall work in association and consultation with the Principal on any matters pertaining to scrutiny of examinations.
- d. The Convenor shall prepare and give the necessary instruction to the scrutinizers regarding the standard of evaluation.
- e. The Scrutinizers shall scrutinize the Answer Scripts according to the instruction given by the Convenor to ensure uniformity of standard of

evaluation.

- f. Scrutiny shall be done on at least 15% of the total number of Answer Scripts.
- g. When anomalies are detected in large numbers, the Convenor may authorize the Scrutiny of the entire Answer Scripts of that Course/Paper.
- h. The Scrutinizers shall submit a report to the Convenor, who then shall prepare a summary of the report for the Moderators during Moderation of marks.

### 35 Moderation

- a. There shall be a **Moderation Board** for each Course/ Paper and Programme duly constituted by the Principal.
- b. The date for Moderation shall be notified by the Controller of Examinations in consultation with the Principal and Vice-Principal (Academic Affairs).

#### **Moderation of Question Papers**

- c. The Moderator(s) shall ensure that all the Question Papers has been set strictly in accordance with the Syllabus and instructions given by the College.
- d. The Moderator(s) shall delete questions set from outside the Syllabus and to make necessary substitution, if required.
- e. The Moderator(s) shall bring to the notice of the Controller of Examinations lapse or omission by the paper-setter, if any.
- f. The Moderator(s) shall remove ambiguity in the language of the questions, if any.
- g. The Moderator(s) shall moderate all the questions properly giving ample opportunity to Candidates of average and exceptional capabilities.
- h. The Moderator(s) shall ensure proper distribution and indication of weightage of Marks for each question and Unit, and time prescribed for the paper.

#### **Moderation of Marks (Semester Tests and Examinations)**

- i. Before the End Semester Examination commences, the Controller of Examinations shall invite for the Moderation of the Internal Assessment Marks, who then shall declare the list of Candidates eligible to appear the End Semester Examinations.
- j. On completion of the Scrutiny process of the evaluated Answer Scripts of the End Semester Examinations or Supplementary Examinations, the Controller of Examinations shall invite for Moderation of the Marks, who then shall prepare the Provisional Result of the various Courses and Programme.
- k. For the moderation of Marks, only the Roll Number of the Candidates shall



be made available to the Moderators for objectivity.

**36 Grace Principle or Transfer**

- a. A Candidate falling short of pass mark in a Course/Paper shall be awarded 1 (ONE) Mark without adjustment.
- b. Grace Mark above 1 (ONE) and a maximum of 3 (THREE) shall be subject to adjustment (Transfer). The adjustment principle is from *Internal Assessment to End Semester Examinations/External Assessment of the same Course/Paper*.
- c. Grace Principle or Transfer shall not apply to cases where 45% or more of the Candidates has failed in a Course/Paper. In such cases, the discretion shall be with the Moderation board.
- d. No grace shall be awarded after the declaration/publication of result.

**37 Remuneration**

Examiners (Theory and Practical), faculty and staff shall be paid remuneration for Examination work (Question Paper Setting, Evaluation, Invigilation and Scrutiny) according to the rates approved by the Management of St. Joseph's College (Autonomous), Jakhama.

*Question Paper Setting : Mid Semester Test & End Semester Examinations*

*Evaluation, Invigilation, Scrutiny : End Semester Examinations*

**38 Transitory Provisions**

***Notwithstanding anything contained in these guidelines, the Principal who is also the Chief Controller of Examinations has the power to provide by order that these guidelines shall be applied to any Programme with such necessary modification.***

**39 Doubts and Disputes**

1. If any doubt or dispute arises as to the interpretation, intention or application of any of the provisions of these guidelines or matters not covered by these guidelines, the decision of the Management of St. Joseph's College (Autonomous), Jakhama shall be final and binding.

2. In case of any disputes/ differences, the decision of the College shall be final and binding on the learners. If a learner desires to institute any legal proceedings against the College, such legal proceedings shall be instituted only in courts at Kohima, in whose jurisdiction the application is submitted by the learner, and not in any other court.

3. St. Joseph's College (Autonomous), Jakhama authorities reserve the right to add, amend, remove difficulty/difficulties and make modifications in the course of implementation of these regulations.

## APPENDIX – I

### Rules and Regulations for Semester Tests and Examinations

#### Mid Semester Tests Rules and Regulations for the Students/ Candidates:

1. Examinations shall begin at **09:30 AM**. Therefore, Students are expected to be in the College Campus by **09:00 AM**.
2. Students should satisfy their needs before entering the Examination Hall. Once the Examinations begin, no student shall be permitted to go out.
3. Students **must take their seats at least 5 minutes** before the commencement of the Examinations.
4. Students must sit in their allotted place inside the Examination Hall. **Change of seat without permission shall be considered as malpractice, and the student(s) shall be marked as absent.**
5. Students must bring their College **Identity Card** on all the Examination days, and which shall serve as the Admit Card.
6. **Students shall not be allowed to carry their mobile phone(s) inside the Examination Hall, even if switched off.**
7. Students shall bring their own materials like pen, pencil, ruler, eraser etc. Only **blue or black** pen shall be permitted for writing the Examinations.
8. Students must leave their bag(s) and book(s) outside of the Examination Hall.
9. Students shall not be permitted to use correction fluid pen, but may use eraser or may neatly cross the mistake(s).
10. Students shall not be permitted to tear any paper/page of the Answer Script.
11. No gadgets shall be permitted inside the Examination Hall, unless with prior permission from the Controller of Examinations by the Course-in-charge.
12. Students must adhere to the **dress code** of the College, and should wear their **uniform** on all Examination days.
13. Students shall **not be permitted to wear mufflers** inside the Examination Hall.
14. Students shall be allowed to leave the Examination Hall only after **60 minutes (1 hr.) of the Examination**.
15. Students must **sign in the attendance sheet for every Examination written**, without which his/her Answer Script shall remain cancelled.
16. Students must ensure that they have filled in properly all their details correctly and legibly (**Name, Roll No., Semester, Course Name and Course Code**).
17. Malpractices during the Examinations shall not be tolerated, and shall attract stern action against the defaulter(s).

#### Semester Examinations Rules and Regulations for the Students:

1. Examinations shall begin at **09:00 AM**. Therefore, Students are expected to be in the College Campus by **08:30 AM**.
2. Students shall be **allowed to enter the Examination Hall only at 8:45 AM**. The Examination Hall shall be closed 5 minutes before the commencement of the Examination, after which no student shall be permitted to enter the Examination Hall without the approval of the Principal, Vice-Principals or Administrator.
3. Students should satisfy their needs before entering the Examination Hall. Once the Examinations begin, no student shall be permitted to go out.
4. Students **must take their seats at least 5 minutes** before the commencement of the Examinations.
5. Students must sit in their allotted place inside the Examination Hall. **Change of seat without permission shall be considered as malpractice, and the student(s) shall be marked as absent.**
6. Students must bring their College **Identity Card** on all the Examination days.
7. Students must bring their **Original Admit Card** on all the Examination days. **Students who do not have their Admit Card shall not be permitted to write their Examination.**
8. Students must leave their bag(s) and book(s) outside of the Examination Hall.
9. **Students shall not be allowed to carry their mobile phone(s) inside the Examination Hall, even if switched off.**
10. Students shall bring their own materials like pen, pencil, ruler, eraser etc. Only **blue or black** pen shall be permitted for writing the Examinations.
11. Students shall not be permitted to use correction fluid pen, but may use eraser or may neatly cross the mistake(s).
12. Students shall not be permitted to tear any paper/page of the Answer Script.
13. No gadgets shall be permitted inside the Examination Hall, unless with prior permission from the Controller of Examinations by the Course-in-charge.
14. Students must adhere to the **dress code** of the College, and should wear their **uniform** on all Examination days.
15. Students shall **not be permitted to wear mufflers** inside the Examination Hall.
16. Students shall be allowed to leave the Examination Hall only after **90 minutes (1 hr. 30 min.) of the Examination**.

17. Students must enter their **Answer Script number and sign in the attendance sheet for every Examination written**, without which his/her Answer Script shall remain cancelled.
18. Students must ensure that they have filled in properly all their details correctly and legibly (**Roll No., Registration No., Semester, Course Name and Course Code**).
19. Malpractices during the Examinations shall not be tolerated, and shall attract stern action against the defaulter(s).

### **Duties and responsibilities of invigilators:**

1. Invigilators shall acquaint themselves with the Rules and Regulations for Examinations, instructions to the examinees and be aware of the rules for prevention and detection of unfair practices on the part of the examinees.
2. The Invigilators shall report for duty at least **20 minutes before the Examination**.
3. Each Hall Invigilators should properly check the Hall No. and the Courses/Papers allotted to that particular Hall before entering the Examination Hall.
4. The Invigilators must ensure that bags and books are deposited outside the Examination Hall before distributing the Answer Scripts.
5. The Invigilators must ensure that the students are sitting in the places allotted to them.
6. The Invigilators must ensure that the correct Question Papers are given to the students.
7. The Invigilators must ensure that **Students who do not have ID Card will not be permitted to sit in the exam Hall**. They should be sent to the Principal or Vice-Principals.
8. It is mandatory that there should always be two Invigilators in the Examination hall. Nature's call and other emergency needs should be used with great discretion.
9. **Mobile phone will not be permitted for the students as well as for the Invigilators in the Examination hall.**
10. The Invigilators must ensure that the **Name, Roll No., Registration No., Semester & Section, Name and Code of Course/Paper etc.** have been correctly entered by the examinee in the first page of the answer booklet.
11. The Invigilators must ensure that all the Answer Scripts are collected according to the Roll No., or Script No.
12. The Invigilators must always **sign with date** in the **Answer Booklets**.
13. To issue additional sheet to the examinees, the Invigilators must ensure that all the pages are used.
14. No Invigilators shall talk nor communicate with any examinee in any manner in the Examination Hall.
15. The Invigilators are required to do the packaging of the Answer Scripts; only then should they leave the packing hall.
16. **If any answer script is found missing, the Invigilators of that hall will be held responsible.**
17. **Information for the Examiner(s):**
  - i) The Examiner(s) appointed for evaluation should take their package after each Examination.
  - ii) The Examiner(s) should verify the number of Answer Scripts with the Top Sheet.
  - iii) The Examiner(s) should mention the No. of Scripts and sign in the Dispatch list before taking for evaluation.
  - iv) The Examiner(s) will be responsible for any missing Answer Scripts thereafter.

## **APPENDIX – II**

### **Question Pattern for Undergraduate Programme**

*\*\*\* Except for Multiple Choice Questions and Practical, all sections of a Question Paper shall have 2 (TWO) additional choices.*

#### **Mid Semester Tests**

- a) Question Pattern for all Courses/Papers regardless of the number of Credits

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	5	1	5
2. True or False/Fill in the Blanks	5	5	1	5
3. Medium Answer Type Questions	6	4	4	16
4. Descriptive/Essay Type Questions	5	3	10	24
<b>Grand Total of Marks</b>				<b>50</b>

### End Semester Examinations

b) Question Pattern for Courses with **FOUR or more Credits (70 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	5	1	5
2. Short Answer Type Questions	7	5	2	10
3. Medium Answer Type Questions	7	5	5	25
4. Descriptive/Essay Type Questions	5	3	10	30
<b>Grand Total of Marks</b>				<b>70</b>

c) Question Pattern for Courses with **TWO Credits (35 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	5	1	5
2. Short Answer Type Questions	5	3	2	6
3. Descriptive/Essay Type Questions	5	3	8	24
<b>Grand Total of Marks</b>				<b>35</b>

### Practical Courses/Papers

d) Question Pattern for Practical Courses with **TWO Credits (50 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Practical				40
2. <i>Viva voce</i>	-	-	-	5
3. Record Keeping	-	-	-	5
<b>Grand Total of Marks</b>				<b>50</b>

\*\*\* *The number of questions/activities and mark allotment for Practical may vary depending on the Question Setter. There will be no additional choices, and candidates shall answer/perform all the questions/activities.*

## APPENDIX – III

### Question Pattern for Postgraduate Programme

\*\*\* *Except for Multiple Choice Questions and Practical, all sections of a Question Paper shall have 2 (TWO) additional choices.*

### Mid Semester Tests

a) Question Pattern for all Courses/Papers regardless of the number of Credits

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	7	1	5
2. Short Answer Type Questions	5	3	2	6
3. Medium Answer Type Questions	5	3	5	15
4. Descriptive/Essay Type Questions	5	3	8	24
<b>Grand Total of Marks</b>				<b>50</b>

### End Semester Examinations

b) Question Pattern for Courses/Papers with **THREE or more Credits (70 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	7	7	1	7
2. Short Answer Type Questions	5	3	3	9
3. Medium Answer Type Questions	5	3	6	18
4. Descriptive/Essay Type Questions	5	3	12	36
<b>Grand Total of Marks</b>				<b>70</b>

## APPENDIX – IV

### Pass Marks, Grade Points and Letter Grade

#### Pass Marks for Examinations

	Internal Assessment		External Assessment	
	Max. Marks	Pass Mark (45%)	Max. Marks	Pass Mark (45%)
<i>Theory Courses(100 Marks)</i>	30	13.5	70	31.5
<i>Theory Courses(50 Marks)</i>	15	6.75	35	15.75
<i>Practical Paper</i>	-	-	50	22.5

#### Grading Range

Letter Grade	Grade Points	Courses	
		100 Marks	50 Marks
O	10	95 to 100	47.5 to 50
A+	9	85 to 94.99	42.5 to 47.49
A	8	75 to 84.99	37.5 to 42.49
B+	7	65 to 74.99	32.5 to 37.49
B	6	55 to 64.99	27.5 to 32.49
C	5	45 to 54.99	22.5 to 27.49
F	0	≤44.99	≤22.49

#### Conversion of SGPA/CGPA to Grade

SGPA/CGPA	Letter Grade	Equivalent Percentage	Description	Division
9.50 to 10.00	O	95 to 100	Outstanding	First
8.50 to 9.49	A+	85 to 94.99	Excellent	First
7.50 to 8.49	A	75 to 84.99	Very Good	First
6.50 to 7.49	B+	65 to 74.99	Good	Second
5.50 to 6.49	B	55 to 64.99	Fair	Second
4.50 to 5.49	C	45 to 54.99	Average	Third
≤ 4.49	F	≤ 44.9	Fail	Fail

#### Illustration: SGPA & CGPA calculation

Course	Grade Point (G)	Credit Point (C)	C×G
1.1	6	6	36
1.2	5	6	30
1.3	8	6	48
1.4	7	2	14
<b>Total</b>		<b>20</b>	<b>138</b>

$$\begin{aligned}
 \text{SGPA} &= \frac{\sum(C \times G)}{\sum C} \\
 &= \frac{138}{20} \\
 &= \mathbf{6.90}
 \end{aligned}$$

Semester	SGPA	Total Credit Points
I	6.90	20
II	7.85	20
III	6.94	20
IV	6.65	20
<b>Total</b>		<b>80</b>

$$\begin{aligned}
 \text{CGPA} &= \frac{\sum(\text{SGPA} \times \text{Total Credit Points})}{\sum \text{Total Credit Points}} \\
 &= \frac{\{(6.90 \times 20) + (7.85 \times 20) + (6.94 \times 20) + (6.65 \times 20)\}}{80} \\
 &= \mathbf{7.09}
 \end{aligned}$$

+ James Thoppil

Most Rev. Dr. James Thoppil  
Chairman  
St. Joseph's College (Autonomous)  
Jakhama – Nagaland

Chairman

Governing Body

St. Joseph's College (Autonomous)  
Jakhama - Nagaland.

**Copy to:**

- (1) Vice Chancellor, Nagaland University, Lumami for information
- (2) Chairman, St. Joseph's College, Jakhama for information
- (3) Office Copy

Dr. Fr. George Keduolhou Angami  
01/7/2023

Dr. Fr. George Keduolhou Angami  
Secretary/Principal  
St. Joseph's College (Autonomous)  
Jakhama – Nagaland

Principal

St. Joseph's College (Autonomous)  
Jakhama : Nagaland

# **ST. JOSEPH'S COLLEGE, JAKHAMA**

(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11<sup>th</sup>Oct.2018)

P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)



## **REPORT OF GOVERNING BODY MEETING**

**DATE : 4TH DECEMBER, 2021**  
**TIME : 10.00am**  
**VENUE : Conference Hall No.1**

<b>PARTICIPANTS:</b>	1. Most Rev. Dr. James Thoppil	: Chairman
	2. Dr. Fr. George Keduolhou Angami	: Secretary/Principal
	3. Rev. Fr. Obed Yimchunger	: Vice Principal (Students Affairs)
	4. Dr. Sr. Ranit SABS	: Vice Principal (Academic Affairs)
	5. Rev. Fr. Binoy Joseph	: Administrator
	6. Dr. Fr. Pezalhoukho George	: PG – Coordinator
	7. Rev. Fr. Peter Solo	: Dean of Science
	8. Dr. Norbert Norahol	: Higher Education & Management
	9. Dr. Nokhwenu Veronica	: Higher Education & Govt. Of Nagaland
	10. Mr. F.P Solo	: Commissioner & Secretary Dept. of Higher Education
	11. Mr. Sebastian Humtsoe	: Administration, Govt. of Nagaland
	12. Mr. Johnny Ruangmei	: President, CAN
	13. Mr. Martin Vitsu	: President, SACU
	14. Mr. Heshuo Dihe Mao	: Staff Representative
	15. Rev. Fr. Cyprian Francis Lobo, SJ	: Educationist

### **Order of the Meeting**

1. Invocation
2. Welcome note
3. Report of the last meeting
4. Academic/Chronicle Report

### **Agenda of the Meeting**

5. Library Guidelines and Regulations
6. Admission Guidelines and Regulations
7. Teacher Promotion Assessment
8. Service Rules
9. Varia
10. Next Meeting
11. Conclusion



The Governing Body Meeting of St. Joseph's College (Autonomous), Jakhama was held on 4th December 2021 at 10.00am in the Conference Hall No.1.

### **GB: 1 Invocation**

The meeting started with invocation prayer said by Dr. Sr. Ranit, Vice Principal (Academic Affairs).

### **GB: 2 Welcome note**

The Chairman of the College, Most Rev. Dr. James Thoppil, welcomed the esteemed members to the meeting. He extended a welcome note to Dr. Fr. George Keduolhou Angami, the new Principal and Secretary of the Governing Body and wished him best of luck. He welcomed the new members Rev. Fr. Obed Yimchuger, vice principal (students affairs) and Rev. Fr. Cyprian Francis Lobo, SJ to the meeting.

### **GB: 3 Report of the last meeting**

The report of the last Governing Body meeting was presented by Dr. Fr. George Keduolhou Angami. As there was no matter arising from the report, Mr. F. P Solo proposed the report to be passed and it was seconded by Dr. Nokhwenu Veronica.

### **GB: 4 Academic/Chronicle Report**

The Principal gave the report of the Academic Calendar of the College and the Chronicles of all the Academic and co-curricular activities of the College.

### **GB: 5 Library Guidelines and Regulations**

#### ***Agenda:***

The proposal and request to approve library guidelines and regulations was placed before the Governing Body by the Principal of the College.

#### ***Discussion:***

The principal presented the new library guidelines and regulations which were recommended by the Academic Council meeting held on 2nd December, 2021. The Chairman suggested that library membership fee could be charged for non staff and students of St. Joseph's College to avail the library facilities. Rev. Fr. Binoy (Administrator) mentioned that the College could tie-up with different colleges so that students could avail library facilities. Mr. Johnny Ruangmei suggested that a digital library portal could be made available on the College website. Dr. Norbert Norahol mentioned that when faced with limited number of library books, restriction can be made on borrowing of the particular books. The details of the presentation are given in **Annexure No.1**.

***Resolution:***

Having discussed the agenda of the meeting which was recommended by the Academic Council, the members collectively approved the library guidelines and regulations and accepted the same to be implemented from the year 2022.

**GB: 6 Admission Guidelines and Regulations**

***Agenda:***

The amended Admission Guidelines and Regulations were presented before the Governing Body by the Principal for discussion and approval.

***Discussion:***

The members felt that the amended Admission Guidelines and Regulations were relevant and needed and that the guidelines and regulations presented by the Principal will help the process of admission. The details of the presentation are given in **Annexure No. 2.**

***Resolution:***

After the presentation and discussion on the agenda which was recommended by the Academic Council, the members collectively approved Admission Guidelines and Regulations and agreed to implement them from the year 2022.

**GB: 7 Teacher Promotion Assessment**

***Agenda:***

The Principal presented before the members “Guidelines and Regulations for Assessment and Promotion of Teaching Staff” for discussion, observation and approval.

***Discussion:***

During the discussion it was agreed upon that while UGC norms will be taken into consideration, the College as an autonomous College can make necessary changes, adapt, alter or modify the norms to facilitate teacher promotion assessment. Entry level as Assistant Professors (Stage 1) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (Stage 2 and Stage 3), provided they are assessed to have fulfilled the eligibility and performance criteria as laid out in UGC Regulations. The details of the presentation are given in **Annexure No.3.**

***Resolution:***

At the end of the presentation and discussion on the agenda, the members collectively approved the recommendation by the Academic Council and passed the “Guidelines and Regulations for Assessment and Promotion of Teaching Staff”.

## **GB: 8 Service Rules**

### ***Agenda:***

The principal presented to the members amended “Service Rules” of the College to the members for discussion.

### ***Discussion:***

The Principal mentioned that the nomenclature “Management Committee” is replaced with “Management Board” as the principal and managerial team is vested with powers as a group to take care of managerial, supervisory, investigatory and advisory responsibilities and duties. The Chairman suggested that the nomenclature “Management Committee/Board” can be written in the Service Rules. During the discussion, the members decided to add, remove and replace some of the terms and norms used in the Service Rules, which are mentioned below:

1. Remove the phrase “two years of service contract’ from article 9.2
2. Add ‘relaxation of 50% for ST & SC’ to article 12.3
3. With regard to article 16.4, a teacher who invites guest lecturers to teach his/her assigned portion of syllabus should not be given any incentives.
4. Remove the phrase ‘35 years of service’ from article 19.1 and use 60 years of age only.
5. With regard to article 21.19, staff who receive less than fifteen thousand rupees (Rs. 15,000) should have ESI (*Employee State Insurance*) and remove gratuity column from the staff probationary table.
6. With regard to article 22.13, College will not give financial incentive to any staff who is invited to be resource person at various seminars, conferences, workshops or webinars.
7. The phrase ‘may ask’ to be replaced by ‘may depute’ in article 22.5.
8. With regard to article 22.6, should not limit the number of staff who can apply for the short term loan.
9. With regard to article 26.14, if the teacher/research scholar concerned fails to honour the bond, he/she shall refund, with interest (according to the prevailing interest rate of the bank), all the money received from the College during the period of the study leave.
10. Remove Saturdays and Sundays as casual leaves from article 29.15,
10. Add paternity leave up to seven (7) days with full pay to article 29.21.
11. Decision was made that case to case study will be done on teachers who organize additional courses, whether payment will be given by the concern department or by the College.
12. No casual leave will be granted for wedding.

The details of the presentation are given in **Annexure No. 4.**

### ***Resolution:***

After having made the necessary corrections of addition, removal and replacement, the members unanimously approved the ‘Service Rules’ recommended by the Academic Council.

### **GB: 9 Varia**

The suggestion was put forward by Mr. Johnny Ruangmei to add 'ownership of properties' and 'Information Technology and Communication' in the service rules. The Chairman suggested to add 'Social media regulations' in the Service Rules. Mr. F.P Solo requested to change heading, 'First Edition' of the Service Rules' to 'First Amendment'. It may be noted that the suggested points have been added in the Service Rules.

### **GB: 10 Next meeting**

The Principal informed that the date for the next Governing Body Meeting will be notified as and when it is convenient for all.

### **GB: 11 Conclusion**

The Chairman thanked all the members of the Governing Body for their presence. He mentioned that it was a historic moment as very important documents of the College have been and approved and passed by the apex body of the College. He thanked the Principal for taking the trouble to prepare the documents. He also thanked all the participants for the efforts made to be available for the meeting. The meeting concluded at 2.30pm with a prayer said by the Chairman.

*Annexure No.1.*

**Ref. No. SJC/LIBRARY/1/2021**

**Dated: 04/12/2021**

## **LIBRARY GUIDELINES AND REGULATIONS**

***APPROVED AND PUBLISHED***

***BY***

***AUTHORITY***

**Jakhama – Kohima - Nagaland, the 4th December, 2021**

## **1. GENERAL INFORMATION**

### **LIBRARY SOURCES**

#### **(1) Magazine, Journal and Newspaper Section:**

These are to be read in the library reading room and not to be borrowed.

#### **(2) Reference Section:**

Reference books are to be referred in the library only and not to be borrowed.

#### **(3) Stack Section:**

Library users can borrow book(s) only from the stack section.

#### **(4) E-Source:**

Library users can copy/download e-sources from the computers provided in the library.

## **2. GENERAL GUIDELINES**

- 2.1 All the students/teachers/scholars are required to submit their recent passport size photograph and apply for Library membership. Strict silence shall be maintained in the library at all times.
- 2.2 Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. Smoking is not permitted in the College Campus.
- 2.3 All the students/teachers/scholars and outsiders entering the Library shall keep their bags and other personal belongings at the entrance/log shelf. Without library ID Card, no one shall request excuse/favour to enter the library.
- 2.4 Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- 2.5 If a borrower damages the book(s) he/she shall purchase new book(s) or refund the price of the damage book(s) which includes the fine imposed.
- 2.6 A visitor or guest has no permission to visit or use the Library without prior permission from the Principal/Vice Principals. Student/Scholar/Individual who wishes to use the library for reference (only) must produce valid college/university/designation identity card.
- 2.7 A visitor/non Josephite is not allowed to borrow book(s).
- 2.8 A visitor/non Josephite must sign the logbook with personal details and contact number.
- 2.9 Only notebooks and the Library books will be allowed while using library reference tables.
- 2.10 For all the staff and students of St. Joseph's College, Library ID Card is compulsory to enter the library.
- 2.11 All the library users and readers are advised not to leave their valuables in the library.

- 2.12 The Librarian is not responsible for any loss of personal belongings.
- 2.13 All files, books and notebooks must be presented to the library staff for inspection while leaving the library. Library does not permit any exception in the observance of this rule.
- 2.14 Books borrowed should be protected from rain, dust, insect, etc.
- 2.15 Books removed from the shelves, if not required further, should be kept on the book trolley/table nearest to them. Do not try to shelve them yourself.
- 2.16 Newspapers, magazines, journals etc. should be properly kept back in the designated place.
- 2.17 Borrowers, faculty, staff who go on long leaves like deputation, study leave must return all borrowed materials before leaving the College.
- 2.18 All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- 2.19 Reference Documents like Dictionary, Encyclopaedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census, Handbooks will not be issued out.
- 2.20 Borrower must make recover the loss by replacing library material with same or latest edition. In case of non-availability of material, then the actual cost of the book/material will be recovered from the borrower.
- 2.21 All users of library are requested to keep their mobiles in silent mode. One must move out of the library to attend mobile calls.
- 2.22 Beverages and eatables are strictly prohibited inside the library.
- 2.23 No photograph of the library books shall be taken without the prior permission of the Librarian.
- 2.24 The Librarian reserves the right to call back any issued book/item at any time.
- 2.25 The Librarian reserves the right to check the lockers, whenever necessary.
- 2.26 Every borrower of book(s) from the library should know that just as he/she needs the book(s), so too other colleagues and friends.
- 2.27 To borrow book(s), the borrower shall use only the slips provided in the library.
- 2.28 If a borrower loses borrowing card, it must be reported to the librarian and a duplicate may be issued on payment of fine.
- 2.29 The Librarian shall notify to the borrower of book(s) the expiry date to return the book(s).
- 2.30 The official email for the library is [sjclib2021@gmail.com](mailto:sjclib2021@gmail.com)
- 2.31 All communications with the librarian shall be through the email provided.

### **3. STAFF (TEACHING AND NON TEACHING)**

- 3.1 A staff is permitted to borrow five (5) books at a time for a period of thirty (30) days. Teaching staff of full time M.Phil/Ph.D and integrated programme research scholars are allowed to borrow 10 books for a period of thirty (30) days.
- 3.2 In case a staff wishes to borrow more books at a time, he/she may be allowed to borrow ten (10) books at a time. However, the period for borrowing ten (10) books shall be twenty-five (25) days only.

- 3.3 If extension of time is required then the staff must apply for renewal of the books borrowed which shall not exceed fifteen (15) days. After fifteen (15) days from renewal date, it is mandatory to return the borrowed books to the library.
- 3.4 At the expiry of fifteen (15) days of renewal, if a staff fails to return the books then fine shall be imposed on the borrower. A fine of Rs. 2 will be imposed for every day from the date of expiry until the books are returned. After a period of fifteen (15) days of extended date, if the borrower fails to return the books, the fine shall be doubled, that is Rs. 4 per book.
- 3.5 The borrower can take new book(s) or renew the books only after payment of imposed fine.
- 3.6 If a staff loses the book(s), does not return the book(s) or does not comply with the imposed fine, then the fine and cost of the book(s) shall be recovered from the source of salary.
- 3.7 A staff who resigns, completes term of contract or is asked to discontinue service shall return all the borrowed books from the library and department book depot before leaving the College failing which he/she shall pay the cost of the book(s).

#### **4. STUDENTS**

- 4.1 Every student shall be given two borrowing cards in the first year (first semester) and the cards will be valid until the final year (sixth semester).
- 4.2 A student is permitted to take two books at a time for a maximum period of ten (10) days. After ten (10) days, it is mandatory to renew or return the borrowed books to the library.
- 4.3 The student who borrows the books must surrender his/her borrowing card.
- 4.4 No student shall borrow book(s) by using another student's borrowing card.
- 4.5 If a student wishes to retain borrowed books after ten (10) days, then he/she must renew the books by submitting it to the Librarian and get them renewed.
- 4.6 At the expiry of ten (10) days if a student fails to return the books then fine shall be imposed on the borrower. A fine of Rs. 2 will be imposed for every day from the date of expiry until the books are returned or renewed.
- 4.7 The borrower shall renew the books only after payment of imposed fine. After a period of twenty (20) days from the expiry date, if the borrower fails to return the books, the fine shall be doubled, that is Rs. 4 per book.
- 4.8 A student may reserve a book which is borrowed by another borrower and it shall be issued to the student immediately after it is returned to the library by the borrower. A reserved book cannot be renewed.
- 4.10 If a borrower loses or damages the book(s), he/she may also purchase the lost or damaged books (latest edition) and submit to the library instead of paying the full cost.
- 4.11 The College shall not issue any certificate or documents of the student without returning the library books borrowed or having the paid dues.
- 4.12 If a student is found guilty of misusing the library facilities, then he/she shall be banned from using library or borrowing the book(s).

*A BOOK MISPLACED IS A BOOK LOST*

## **ADMISSION GUIDELINES AND REGULATIONS**

***APPROVED AND PUBLISHED***

***BY***

***AUTHORITY***

**Jakhama – Kohima - Nagaland, the 4th December, 2021**

The following are the guidelines and regulations of St. Joseph's College (Autonomous), Jakhama concerning the Admission of the Under Graduate and Post Graduate Programmes leading to the award of the Bachelor Degree and Master Degree in various disciplines subject to ratification by the Governing Body.

### **1. ADMISSION GUIDELINES**

- 1.1 It is the policy St. Joseph's College (Autonomous), Jakhama to offer Bachelor degree course and Master degree course to all qualified persons, provided required conditions are fulfilled by the applicant and as stated in the vision and mission of the College.
- 1.2 Admission shall be taken on the basis of merit and depending on the availability of seats.
- 1.3 The College shall conduct entrance test/personal interview before the admission of the candidate. However, depending on the current situation, the need and requirement, the Management Board shall decide whether to conduct entrance test/personal interview. A candidate must also obtain qualifying marks required by the College in entrance test/personal interview as the case may be. These marks shall be valid only for the academic year for which the test is conducted.
- 1.4 Admission will be on the basis of performance of the candidate at the qualifying examination, entrance test and/or personal interview.
- 1.5 Admissions shall ordinarily close after a specified period from the date of commencement of the first semester classes decided by the Management Board. However, in exceptional cases, admission of a candidate after the last date may be recommended with evidential and trustworthy justification and proof. Under such an event, this period shall not exceed four weeks from the date of commencement of the first semester classes.
- 1.6 If any student is given admission under the Article 1.5, then attendance of such student shall be computed from the date of admission.



- 1.7 All the candidates seeking admission in the College shall be required to produce medical fitness and other Standard Operating Procedure (SOP) prior to admission.
- 1.8 No new admission shall be taken except in the first semester.
- 1.9 A student who fails in any semester exam may take readmission for the failed semester, however if a student fails the second time in any one of the semesters then the student has to discontinue studies in the College.
- 1.10 A candidate who is eligible to take admission shall pay at the time of admission the prescribed Admission Fee, monthly Tuition Fee and other College Fees.
- 1.11 A candidate must be accompanied by the parent/guardian to take admission, unless the admission is done online.
- 1.12 Admission will not be given to any candidate without the candidate meeting any one of the Management Board members for personal interview.
- 1.13 Parents/guardians or friends cannot take admission for a candidate if not accompanied by the student who seeks admission.
- 1.14 A candidate with body tattoo which is visible to the people is not allowed to take admission. Due to online admission, if a candidate has taken admission with tattoo on the body, then he/she has to remove the tattoo or conceal the tattoo.
- 1.15 Admission fee and other fees once paid are not refundable. However, the Management Board may consider refund of first instalment fee and exam fee paid during admission, if a candidate decides to leave the college before the commencement of classes. After the commencement of classes (online/offline) even for one day, refund of any payment done during the admission will not be allowed in any case.
- 1.16 A student who takes Transfer Certificate (T.C) is not allowed to take readmission even after year(s) of break.
- 1.17 There is no guarantee that all those who have registered for admission will be selected for admission.

### **BACHELOR DEGREE PROGRAMME**

#### **2. ELIGIBILITY CRITERIA FOR ADMISSION TO BACHELOR DEGREE PROGRAMME**

- 2.1 To be eligible for admission to Under Graduate programme (Bachelor's Degree) a candidate should have passed High School examination and Higher Secondary examination of a recognized Board of Higher Secondary Education or an equivalent examination of any University/Board securing grades/marks as specified below.
- 2.2 A student who seeks Admission at Bachelor degree level must have secured a minimum of 45% marks in the concerned subject and an aggregate of 45% marks to be eligible to take admission.
- 2.3 Students from other streams (Science/Commerce) desiring to shift to Arts stream may be allowed to opt for Honours provided they have secured an aggregate of 45% marks (CGPA) at 10+2 level examination.
- 2.4 Students of Arts may apply for Honours subject in the subject not taken in HSSLC provided they have secured an aggregate of 45% marks (CGPA) at 10+2 level examination.

- 2.5 Students who have passed any given Certificate/Diploma Course after 10+2 level in any Professional course of study shall also be eligible for Honours Course provided they have secured a minimum of 45% marks for the concerned subject and an aggregate of 45% marks at 10+2 level examination.
- 2.6 The Management Board of the College shall at the beginning of the Academic year notify the required conditions to be fulfilled by the applicant.

### **3. ADMISSION FEE AND TUITION FEE (BACHELOR DEGREE)**

- 3.1 The Management Board shall, at the beginning of the academic year, notify admission fee and monthly tuition fee and other fees for Bachelor Degree programme for First Semester and other subsequent semesters.
- 3.2 Students are required to pay six months tuition fee for one semester. Admission fee/annual fees and tuition fees of First instalment (3 months) for a particular semester are to be paid at the time of admission/readmission.

### **MASTER DEGREE PROGRAMME**

### **4. ELIGIBILITY CRITERIA FOR ADMISSION TO POST GRADUATE PROGRAMME**

- 4.1 It is the policy St. Joseph's College (Autonomous), Jakhama to offer Master's degree to all qualified persons, provided required conditions are fulfilled by the applicant and as stated in the vision and mission of the College.
- 4.2 All admissions to Post Graduate Programme in the College shall be on the basis of merit, availability of seats and eligibility criteria.
- 4.3 To be eligible for admission to Post Graduate programme (Master Degree) a candidate must have passed three years Degree Course having secured in Honours/Major paper 50% marks for students of Arts, Commerce and Science with 55% marks.
- 4.4 The Management Board shall notify at the beginning of the academic year the required conditions for admission to Master's degree programme.

### **5. ADMISSION FEE AND TUITION FEE (MASTER DEGREE)**

- 5.1 The Management Board shall, at the beginning of the academic year, notify admission fee, monthly tuition fee and other fees for Master Degree programme for a Semester.
- 5.2 Students are required to pay six months tuition fee for one semester. Admission fee/annual fees, tuition fees and other fees for six months are to be paid at the time of admission/readmission.

**6. MANDATE OF THE MANAGEMENT BOARD**

As the Management Board is mandated to coordinate the standards of higher education, the decision and directive of the Management Board shall prevail, notwithstanding anything contained in this guidelines and regulations. The Management may take such measures as may be necessary for removal of difficulties and the decision of such shall be final.

*Annexure No. 3*

**Ref. No. SJC/TEACHER-PROMOTION/1/2021**

**Dated: 04/12/2021**

**GUIDELINES AND REGULATIONS FOR ASSESSMENT AND PROMOTION  
OF  
TEACHING STAFF**

***APPROVED AND PUBLISHED  
BY  
AUTHORITY***

**Jakhama – Kohima – Nagaland, the 4th December, 2021**

In exercise of the powers conferred by the Diocese of Kohima, the Chairman of St. Joseph's College (Autonomous), Jakhama is pleased to make the following rules for regulating the Promotion Assessment/Assessment of teaching staff appointed at St. Joseph's College (Autonomous), Jakhama.

These regulatory policies for the Promotion Assessment of teaching staff shall be followed with effect from the **4th December 2021**.

## 1. SHORT TITLE AND COMMENCEMENT

- 1.1 These rules shall be called the St. Joseph's College (Autonomous) Promotion Assessment Regulations.
- 1.2 These rules shall come into force with effect from the date of approval by the Governing Body of the College duly signed by the President and Principal of the College.
- 1.3 These rules shall be subject to changes as per notifications, circulars and regulations issued by UGC and adopted by the College from time to time.

## 2. DEFINITIONS

In these rules unless the context otherwise requires:

- 2.1 "College" means St. Joseph's College (Autonomous), Jakhama
- 2.2 "Chairman" means the Bishop of Kohima
- 2.3 "Principal" means Secretary of Governing Body
- 2.4 "Governing Body" means the Apex Body of the College
- 2.5 "Management Board" means the Power Vested Authority to see the day-to-day running of the College.
- 2.6 "Regulation" means University Grant Commission Regulations.
- 2.7 "College Regulation" means the rules and norms of the College
- 2.7 "Promotion Assessment" means the procedures for the assessment of Ph.D Degree holders
- 2.8 "Assessment" means the procedures for the assessment of non Ph.D Degree candidates
- 2.9 "Promotion Assessment Committee" means the Committee members appointed by the Governing Body to scrutinized the API/CAS of the teachers for promotion
- 2.10 "Screening and Selection Committee" means the committee comprising of members to verify the API/CAS scores, assess the fitness of the candidates, check the relevant documents and make its recommendations
- 2.11 "Recruitment Commission/Appointment Commission" means the Management Board.
- 2.12 "He" shall also mean 'She'
- 2.13 "Regular Appointment/Permanent Appointment" means the appointment made against a substantive post in accordance with the provisions of these rules.
- 2.14 "Service" means the College Service
- 2.15 "Annexure" means a supplement or appendix to a written document
- 2.16 "Year" means the Calendar Year
- 2.17 "UGC" means University Grant Commission
- 2.18 "B.A/M.A" means Bachelor of Arts/Master of Arts
- 2.19 "B.Sc/M.Sc" means Bachelor of Science/Master of Science
- 2.20 "IQAC" means Internal Quality Assurance Cell

- 2.21 “CAS” means Career Advancement Scheme
- 2.22 “PBAS” means Performance Based Appraisal System
- 2.23 “API” means Academic Performance Indicator
- 2.24 “SLET” means State Level Eligibility Test
- 2.25 “NET” means National Eligibility Test
- 2.26 “ICT” means Information & Communication Technology
- 2.27 “University” means Nagaland University or any other University recognized by the UGC
- 2.28 “Higher Education” means the undergraduate and above levels of education, or a bench-mark level of education to be determined by the government from time to time.
- 2.29 “Degree of Recognized University” means degree of a University incorporated by an Act of the Central or State Legislature in India, or other educational institutions established by an Act of Parliament, or declared to be a Deemed University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Government

### **3. DESIGNATION OF COLLEGE TEACHERS**

- 3.1 There shall be only three designations in respect of teachers in the College, namely, Assistant Professor, Associate Professor, and Professor (UGC Regulations, 2018).
- 3.2 No one shall be eligible to be appointed, promoted or designated as Associate Professor or Professor, unless he or she possesses a NET & Ph.D and satisfies other academic conditions as laid down by the University Grant Commission (UGC) from time to time. This shall, however, not affect those who are already designated as Associate Professors/Professors.
- 3.3 National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions of the degree of Ph.D in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, and have been or may be laid down by the UGC through its regulations. NET shall not be required for such master’s programmes in discipline for which there is no NET.

### **4. ELIGIBILITY TO APPLY FOR PROMOTION ASSESSEMENT/ASSESSMENT**

- 4.1 An Assistant Professor with NET & Ph.D Degrees, who is Selected/Shortlisted in the Interview and Selection Board and has served the Institution/College for a period of **seven (7) years**, which includes two years of probation and five years of regularised appointment, may apply for Promotion Assessment. He/she shall submit a written application addressed to the Principal of the College. *Promotion Assessment* is applicable only to candidates with NET & Ph.D Degrees only to avail incentives which the College may provide.
- 4.2 A candidate without Ph.D Degree can apply only for **Assessment**. He/she can apply for Assessment to avail incentives which the College may provide. He/she can apply for Assessment only for three (3) times during his/her tenure of service in the College. He/she can re-apply (second

time) for Assessment only after 6 years from the date of first application, provided the first application is approved and Assessed by the Screening and Selection Committee.

- 4.3 The minimum qualifications required to be eligible for Promotion Assessment shall be as prescribed by UGC (UGC Regulation, 2018) and the rules and conditions prescribed by the College.
- 4.4 A candidate with NET/SLET/Ph.D or equivalent certificate and Selected/Shortlisted in the Interview and Selection Board is required to serve the Institution/College for a minimum of **seven (7) years** with regularised appointment and without any break/gap of service to be eligible to apply for Promotion Assessment.
- 4.5 A candidate with NET/SLET/Ph.D Degree or equivalent certificate and Selected/Shortlisted in the Interview and Selection Board and served the Institution/College for a minimum of **four (4) years** and taken break/gap of service with explicit knowledge and approval from the Management Board and rejoins the Institution/College and fulfils a total of **seven (7) years** of service with regularised appointment may apply for Promotion Assessment.
- 4.6 A candidate without NET/SLET/Ph.D or equivalent certificate and Selected/Shortlisted in the Interview and Selection Board cannot apply for Promotion Assessment.
- 4.7 A candidate without Regularised Appointment Letter to the post of Assistant Professor is not eligible to apply for Promotion Assessment.
- 4.8 A candidate with NET & Ph.D Degrees who had served in another College previously for six (6) years or more and joins St. Joseph's College, (Autonomous), Jakhama may, after **three (3) years of service**, apply for Promotion Assessment provided he/she fulfils the criteria prescribed by UGC and the College and furnishes objectively verifiable documents (hard copy).

## **5. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSOR/ASSOCIATE PROFESSORS (UGC REGULATION, 2018)**

- 5.1 Entry level Assistant Professors (Stage 1) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (Stage 2 and Stage 3), provided they are assessed to have fulfilled the eligibility and performance criteria as laid out in UGC Regulations.
- 5.2 An entry level Assistant Professor, possessing NET & Ph.D Degrees in the relevant discipline and with regularised appointment, shall be eligible, for moving to the next higher grade (Stage 2) **after completion of five (5) years** of service as Assistant Professor.
- 5.3 An entry level Assistant Professor possessing NET & Ph.D Degrees or Post Graduate Degree in professional courses approved by the relevant statutory body and having regularised appointment shall be eligible for the next higher grade (Stage 2) **after completion of five (5) years of service** as Assistant Professor.

- 5.4 The upward movement from the entry level grade (Stage 1) to the next higher grade (Stage 2) for all Assistant Professors shall be subject to their satisfying API based PBAS conditions laid down by the UGC Regulations.
- 5.5 Assistant Professors who have **completed six (6) years of service** in the second grade (Stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by the UGC Regulations, to move up to the next higher grade (Stage 3).
- 5.6 Assistant Professors **completing three (3) years of teaching** in third grade (grade 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by the UGC Regulations, to move to the next higher grade (Stage 4) and to be designated as Associate Professor.
- 5.7 Associate Professor **completing three (3) years of service** in Stage 4 and possessing a NET & Ph.D Degrees in the relevant discipline shall be eligible to be appointed and designated as professor and be placed in the next higher grade (Stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in the UGC Regulations, and (b) as assessment by a duly screening committee for the direction recruitment of Professor.
- 5.8 No teacher, other than those with a NET & Ph.D Degrees shall be promoted as Associate Professors or appointed as Professors
- 5.9 In the case of Associate Professors in the College, promotion to the post of Professor under CAS shall be further subject to rules notified by the Principal of the College from time to time.
- 5.10 The assessment of Scores for Academic Performance Indicators (APIs) in recruitments and Career Advancement Scheme (CAS) promotions of college teachers shall be as indicated in **Annexure-1** to these rules.
- 5.11 The minimum points of the API as provided in Annexure-1 and weightage for expert assessment to be applied for promotion of college teachers shall be as specified in **Annexure-2** to these rules.
- 5.12 Scores for Academic Performance Indicators (APIs) in Recruitments and Career Advancement Scheme (CAS) promotions of College teacher by Self-Assessment, HoD of concerned Department, IQAC of the College and Screening and Selection Committee shall be indicated in **Annexure-3** to these rules.
- 5.13 A college teacher who wishes to be considered for promotion under CAS may submit in writing to the Governing Body through the Principal **three months** in advance of the due date, if he fulfils the minimum API scores indicated in the appropriate API system tables in the prescribed PBAS pro-forma.
- 5.14 The API scores of all the college teaching staff shall be compiled, documented and maintained by the respective IQAC of the College.

- 5.15 The Post Graduate Teaching Staff shall be subject to the same criteria for assessment, selection and promotion.
- 5.16 The College shall not entertain arrears incentives and payments. The incentives and promotion will come into effect only when the Promotion Assessment Committee completes the Assessment and approved by the Screening and Selection Committee.

## **6. PROCEDURE OF PROMOTION/PLACEMENT**

- 6.1 The Governing Body shall appoint members of Promotion Assessment Committee to study and scrutinize the relevant documents and API/CAS scores of candidate(s) applied for Promotion Assessment/Assessment.
- 6.2 It is mandatory for the concerned HoD and IQAC to scrutinize the API score of the candidate based on objectively verifiable criteria (hard copy) wherever possible and recommend the report to the Promotion Assessment Committee.
- 6.3 The Promotion Assessment Committee shall consist of the following members:
- 6.3.1 The Promotion Assessment Committee shall consist of three members
  - 6.3.2 Vice Principal (Students Affairs), Vice Principal (Academic Affairs), and one nominated member from Governing Body.
- 6.4 The Screening and Selection Committee shall comprise of the following members:
- 6.4.1 Chairman of the College
  - 6.4.2 Principal of the College
  - 6.4.3 HoD of the concerned Department
  - 6.4.4 One or Two subject Experts from Nagaland University
  - 6.4.5 One or Two members of Promotion Assessment Committee
  - 6.4.6 One nominated member of Governing Body (if needed)
- 6.5 An Assistant Professor who does not possess NET & Ph.D Degrees but wishes to be assessed (on the basis of years of experience in the teaching profession) and avail incentives which the College may provide shall be assessed by the Promotion Assessment Committee.
- 6.6 The report of the Promotion Assessment Committee for candidates without NET & Ph.D Degrees shall be studied, verified and recommended by the Management Board. The Management Board may recommend or reject the report of the Promotion Assessment Committee if it finds discrepancy and incongruity of the Assessment.
- 6.7 A candidate (without NET & Ph.D Degrees) who passes through successfully the Screening and Selection Committee of the College shall be given a Notice Order countersigned by the Chairman and Principal of the College.



- 6.8 The Notice Order by Screening and Selection Committee for teachers without NET & Ph.D Degrees need not be send to Nagaland University.
- 6.9 The Screening and Selection Committee for teachers without NET & Ph.D Degrees shall consist of the following members:
- 6.9.1 The Chairman of the College
  - 6.9.2 Principal of the College
  - 6.9.3 HoD of the concerned Department
  - 6.9.4 One or Two members of Promotion Assessment Committee
  - 6.9.5 One nominated member of Governing Body.
- 6.10 The role of the Screening and Selection Committee is to verify the API Scores, assess the fitness of the candidates, check the relevant documents and make its recommendation and approval.
- 6.11 The Screening and Selection Committee possesses superseding authority to accept or reject the report and recommendation of the Promotion Assessment Committee and the Management Board if it finds discrepancy and incongruity of the Assessment.
- 6.12 After clarifications, verification, and approval a copy of the selected candidate(s) and the approved letter by the Screening and Selection Committee shall be send to Nagaland University (NU) for office record.
- 6.13 A teacher cannot hold a designation of Associate Professor or Professor unless he/she is selected and approved by the Screening and Selection Committee.
- 6.14 The Principal shall officially communicate to the candidate(s) the decision of the Screening and Selection Committee with written notice.
- 6.15 Once a teacher passes through successfully the Screening and Selection Committee in **Promotion Assessment**, the College/Principal shall issue a Notice Order of Promotion countersigned by the Chairman and Principal of the College and the incentives and payments shall come into effect, as per the decision of the salary commission of the College, from the entry of next/succeeding month.
- 6.16 Once a teacher passes through successfully the Screening and Selection Committee in **Assessment**, the College/Principal shall issue a Notice Order of Assessment countersigned by the Chairman and Principal of the College and the incentives and payments shall come into effect, as per the decision of the salary commission of the College, from the entry of next/succeeding month.

## **7. PENALTY FOR MISCONDUCT**

A candidate who is or has been declared by the Promotion Assessment Committee or Screening and Selection Committee guilty of impersonation or of submitting a fabricated document which has been tampered with or of making statement which is incorrect or false or of suppressing materials information, or of using or attempting to use unfair means or otherwise resorting to any unfair means to gain promotion shall be liable to disciplinary action under appropriate rules and be liable to criminal prosecution.

## **8. INTERPRETATION**

- 8.1 Any question or doubt arising out of the interpretation of these rules shall be referred to the Governing Body whose decision shall be final.
- 8.2 Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of service not specifically provided for in these rules, shall be regulated by general rules, regulations and orders issued by the Principal on behalf of the Governing Body.

## **9. SCORES FOR ACADEMIC PERFORMAN INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHERS (UGC REGULATIOIN, 2018)**

### **ANNEXURE – 1 (See Rule No. 5)**

#### **9.1 CATEGORY 1 (STAGE ONE): 5 YEARS OF SERVICE TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

- 9.1.1 Based on the teacher's self-assessment, API scores are proposed for (a) Teaching related activities; (b) Domain knowledge; (c) Participation in examination and evaluation; (d) Contribution to innovative teaching, new course etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable (hard copy) criteria wherever possible and will be finalized by the screening/selection committee.
- 9.1.2 It is mandatory for a teacher/applicant who applies for Promotion Assessment to provide hard copy proof for all the **Nature of Activity and APIs.**
- 9.1.3 The College will be required to detail the activities and in case of institutional specificities requirement, adjust the weightage without changing the minimum total API scores required under this category.

9.1.4 The College shall adopt at least 180 working days, i.e. there shall be a minimum of 30 weeks of actual teaching in a 6 days a week or 5 days a week.

9.1.5 The workload of the teachers in full employment shall not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It is necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure shall be provided by the College. Direct teaching-learning process hours shall be as follows:

- (a) Assistant Professor : 16 hours
- (b) Associate Professor and Professor : 14 hours

9.1.6 A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and Administration. A minimum of 5 hours per week may be allocated to teachers engaged in Ph.D Research Activities (Engaged as Guide to Research Scholars).

SL. NO.	NATURE OF ACTIVITY	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	API SCORE
1.	Lectures										Maximum Score: 50 <b>Acquired Score:</b>
2.	Seminars										
3.	Tutorials										
4.	Practicals										
5.	Contact Hours										
6.	Lectures or Teaching Duties in Excess of UGC Norms										Maximum Score: 10 <b>Acquired Score:</b>
7.	Preparation and Imparting Knowledge/Instruction										Maximum Score: 20 <b>Acquired Score:</b>
8.	Syllabus Enrichment/Additional Resources										
9.	Participatory/Innovative Teaching-Learning Methodologies										Maximum Score: 20 <b>Acquired Score:</b>
10.	Update of Subject Content/Course Improvement										
11.	EXAMINATION DUTIES										Maximum Score: 25 <b>Acquired Score:</b>
11.1	Invigilation										
11.2	Question Paper Setting										
11.3	Answer Script Evaluation										

		Total Score				125							
		Minimum API Score Required				75							
		<b>API Scored by the Candidate</b>											

**9.2 CATEGORY 2 (STAGE 2): 6 YEARS OF SERVICE CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

- 9.2.1 Based on the teacher’s self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contribution.
- 9.2.2 The Minimum API required by teachers for eligibility for promotion is 15.
- 9.2.3 A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers.
- 9.2.4 The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers.
- 9.2.5 As before, the self-assessment score should be based on objectively verifiable criteria (hard copy) and will be finalized by the screening and selection committee.
- 9.2.6 The model table below gives group of activities and API Scores. The College may add the activities or give detail, in case institutional specification requirement, adjust the weightage without changing the minimum total API scores required under this category.

SL. NO.	NATURE OF ACTIVITY	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	YEAR .....	API SCORE
1.	Student Related Co-curricular Extension and Field Based Activities Industrial/Field/Study tours, Experimental Learning, Cultural Activities, Subject Related Events, Advertisement,													Maximum Score: 20  Acquired Score:

	<b>Counselling, Clubs and Associations Related Activities.</b>													
2.	<b>Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities</b>													Maximum Score: 15  <b>Acquired Score:</b>
3.	<b>Professional Development activities (Participation in Seminars, Conferences, Short Term Training Courses, Talks, Lectures, Membership of Associations, Dissemination and General Articles, not covered in Category 3 below).</b>													Maximum Score: 15  <b>Acquired Score:</b>
4.	Minimum API Score Required													20 Points
5.	Acquired Score by the Candidate													<b>Acquired Score:</b>

### 9.3 CATEGORY 3 (STAGE 3): 3 YEARS OF SERVICE RESEARCH AND ACADEMIC CONTRIBUTIONS

9.3.1 Based on the teacher's self-assessment, API scores are proposed for research and academic contributions.

9.3.2 The minimum API score required by a teacher in this category is different for different levels of promotion.

9.3.3 The self-assessment score will be based on verifiable criteria (hard copy) and will be finalized by the Screening and Selection Committee.

Sl. NO.	APIs	Engineering/ Agriculture/ Veterinary Science/Sciences/ Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical Education/ Management	Year .....	Year .....	Year .....	Maximum Scores/ Points
3 A	<b>Research Papers Published in Journals</b>	Refereed Journals*	Refereed Journals*				15 Points (for Publication) <b>Acquired Score:</b>
		Non-refereed but recognized and reputable journals and Periodical, having ISN/ISSN numbers	Non-refereed but recognized and reputable journals and Periodical, having ISN/ISSN numbers				10 Points (for Publication)  <b>Acquired Score:</b>
		Conference Proceedings as full papers, etc., (Abstract not to be included)	Conference Proceedings as full papers, etc., (Abstract not to be included)				10 Points (for Publication)  <b>Acquired Score:</b>
3 B	<b>Research Publications (Books, Chapters in Books, other than refereed journal articles)</b>	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system				50 Points (for Sole Author) <b>Acquired Score:</b>  10 Points (for Chapter in an edited book) <b>Acquired Score:</b>

		Subject Books by National Level Publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by National Level Publishers/State and Central Govt. Publications with ISBN/ISSN numbers.				25 Points (for Sole Author) <b>Acquired Score:</b>
							5 Points (for Chapter in edited Books) <b>Acquired Score:</b>
		Subject Books by other Local Publishers with ISBN/ISSN numbers.	Subject Books by other Local Publishers with ISBN/ISSN numbers.				15 Points (for Sole Author) <b>Acquired Score:</b>
							3 Points (for Chapter in edited Books) <b>Acquired Score:</b>
		Chapters Contributed to edited ...	Chapters Contributed to edited ...				10 Points (for a Chapter)
		(a) Knowledge Based Volumes	(a) Knowledge Based Volumes				<b>Acquired Score:</b>
		(b) Published by International	(b) Published by International				
		(c) Publishers	(c) Publishers				
		Chapters in Knowledge Based Volumes by India/National Level Publishers with ISBN/ISSN numbers and with numbers of	Chapters in Knowledge Based Volumes by India/National Level Publishers with ISBN/ISSN numbers and with numbers of National and				5 Points (for a Chapter) <b>Acquired Score:</b>

		National and International Directories	International Directories				
3 C	<b>RESEARCH PROJECTS</b>						
3 C (1)	Sponsored Projects (Carried out/ongoing)	(a) Major Projects (Amount Mobilized with Grants above Rs. 30 lakhs)	(a) Major Projects (Amount Mobilized with Grants above Rs. 5 lakhs)				20 Points (for each Project) <b>Acquired Score:</b>
		(b) Major Projects (Amount Mobilized with Grants above Rs. 5 lakhs up to Rs. 30 lakhs)	(b) Major Projects (Amount Mobilized with Grants above Rs. 3 lakhs up to Rs. 5 lakhs)				15 Points (for each Project) <b>Acquired Score:</b>
		(c) Minor Projects (Amount Mobilized with Grants above Rs. 50,000 up to Rs. 5 lakhs)	(c) Minor Projects (Amount Mobilized with Grants above Rs. 25,000 up to Rs. 3 lakhs)				10 Points (for each Project) <b>Acquired Score:</b>
3 C (2)	Consultancy Projects (Carried out/ongoing)	Amount mobilized with minimum of Rs. 10 lakhs	Amount mobilized with minimum of Rs. 2 lakhs				10 Points (for every Project) <b>Acquired Score:</b>
3 C (3)	Completed Projects (Quality Evaluation)	Completed Project Report (Acceptance from funding agency)	Completed Project Report (Acceptance from funding agency)				20 Points (for major Project) <b>Acquired Score:</b>
							10 Points (for Minor Project) <b>Acquired Score:</b>
3 C		Patent/Technology	Major Policy Document of				30 Points



(4)	Projects Outcome/Output	Transfer/Product/ Process	Govt. Bodies at Central and State Level				(for National level Output or Patent) <b>Acquired Score:</b>  50 Points (for International Level) <b>Acquired Score:</b>
3 D	<b>RESEARCH GUIDANCE</b>						
3 D (1)	M.Phil	Degree Awarded only	Degree Awarded only				3 Points (for each <b>Candidate</b> ) <b>Acquired Score:</b>
3 D (2)	Ph.D	Degree Awarded	Degree Awarded				10 Points (for each Candidate) <b>Acquired Score:</b>
		Thesis Submitted	Thesis Submitted				7 Points (for each Candidate) <b>Acquired Score:</b>
3 E	<b>TRAINING COURSES AND CONFERENCE/ SEMINAR/ WORKSHOP PAPERS</b>						

3 E (1)	Refresher Courses, Methodology Workshops, Training, Teaching- Learning, Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Maximum Points: 30)	(a) Not less than two weeks duration	(a) Not less than two weeks duration				20 Points (for each)  <b>Acquired Score:</b>
		(b) One Week Duration	(b) One Week Duration				10 Points (for each)  <b>Acquired Score:</b>
3 E (2)	Papers in Conferences/ Seminars/ Workshops etc.**	Participation and Presentation of Research Papers (Oral/Poster) in	Participation and Presentation of Research Papers (Oral/Poster) in				
		(a) International Conference	(a) International Conference				10 Points (for each) <b>Acquired Score:</b>
		(c) Regional/State Level	(c) Regional/State Level				5 Points (for each) <b>Acquired Score:</b>
		(d) Local College Level	(d) Local College Level				3 Points (for each) <b>Acquired Score:</b>

3 E (3)	Invited Lectures or Presentations for Conferences/ Symposia	(a) International	(a) International				10 Points (for each)  <b>Acquired Score:</b>
		(b) National Level	(b) National Level				5 Points (for each)  <b>Acquired Score:</b>

10. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:
- 10.1 Indexed journals – by 5 points  
(An **indexed journal** is one that is indexed in various databases, depending on the discipline. Indexed journals are considered to be of higher scientific quality.
  - 10.2 Papers with impact factor between 1 and 2 by 10 points  
(**Impact factor** refers to the number of times the article in a journal has been cited).
  - 10.3 Papers with impact factor between 2 and 5 by 15 points
  - 10.4 Papers with impact factor between 5 and 10 by 25 points
11. If a paper presented in Conference/Seminar is published in the form of proceeding (a record of the doings academically), then the points would accrue for the publication [III (1)] and not under presentation [III-5 (2)].
12. It is incumbent on the Governing Body and the College to prepare and publicize subject-wise lists of journals, periodicals and publishers under categories III (1) and (2). Till such time, Screening and Selection Committee will assess and verify the categorization and scores of publications.
13. The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**14. MINIMUM POINT NORMS OF THE APIs AS PROVIDED IN ANNEXTURE-1 AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS) (UGC REGULATION, 2018)**

**ANNEXURE-2 (See Rule No. 5)**

		Assistant Professor/ Equivalent Cadre  Stage 1 to Stage 2	Assistant Professor/ Equivalent Cadre  Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor/Equivalent Cadre (Stage 4)	Associate Professor to Professor Promotion in College (Stage 5) as per assigned post.
1.	Teaching-Learning Evaluation Related Activities (Category – I)	75 Points/ Year	75 Points/Year	75 Points/Year	
2.	Co-curricular, Extension and Profession related Activities (Category – II)	15 Points/Year	15 Points/Year	15 Points/Year	
3.	Minimum Total Average Annual Score Under Categories I and II*	100 Points/Year	100 Points/Year	100 Points/Year	
4.	Research and Academic Contribution (Category – III)	5 Points/ Year (20/Assessment Period)	10 Points/Year (50/Assessment Period)	15 Points/Year (45/Assessment Period)	20 Points/Year (60/Assessment Period)
5.	Expert Assessment System	Screening and Selection Committee	Screening and Selection Committee	Screening and Selection Committee	Screening and Selection Committee
6.	Percentage Distribution of Weightage Points in the Expert Assessment  Total Weightage = 100 Minimum Required for Promotion = 50	No Separate Points. Screening and Selection Committee to verify API Scores	No Separate Points. Screening and Selection Committee to verify API Scores	20% - Contribution to Research. 60% - Assessment of Domain Knowledge and Teaching Practices	30% - Contribution to Research. 50% - Assessment of Domain Knowledge and Teaching Practices 20% - Interview Performance

15. Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I and II.
16. The College will set up verifiable systems for the API related information required in these annexures. The College will have to document and collect annually the reports of the teachers and maintain them in the Internal Quality Assessment Cells (IQAC) of the College. In order to facilitate this process, all the teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually before the closing of the Academic year.

17. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations in the CAS promotion, the API and PBAS will be progressively and prospectively rolled out.
18. Accordingly, the PBAS based on the API scores of categories 1 and 2 as mentioned in these tables is to be implemented for one year, initially based on the existing systems in the College for one year only with the minimum average scores. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2021, one year API scores for 2020-21 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2022, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
19. The aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
20. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
21. Candidates should offer themselves for assessment for promotion, if they fulfil the minimum API scores by submitting an application and the required pro-forma. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.
22. The API scores are valid from the date of submission of application for Assessment. That is, the API scores of the past years (Stage 1, Stage 2, Stage 3, State 4, and Stage 5) are taken into consideration for the Assessment. The Promotion Assessment Committee may also consider benevolently the achievements of the candidate prior to period of assessment.
23. A candidate cannot submit the assessed API scores for the second time. That is, the API scores submitted in Stage 1 cannot be submitted again in Stage 2 and subsequently.
24. If however, on final assessment, a candidate does not either fulfil the minimum criteria under Category 1, 2 and 3 or obtain less than 50% in the expert assessment, he/she will be reassessed only after a minimum period of one year.
25. If the candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

26. If the candidate finds that he/she fulfils the eligibility conditions at a late date and applies for promotion and is successful, his/her promotion will come into effect only from the date of Notice Order issued from the office of the Principal countersigned by the Chairman.
27. If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, his/her promotion will come into effect only from the date of Notice Order issued from the office of the Principal countersigned by the Chairman.

**28. SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT  
SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHER (UGC REGULATION, 2018)**

**ANNEXURE – 3 (See Rule No. 5)**

**28.1 CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

- 28.1.1 Based on the teacher's self assessment, API scores are proposed for (a) teaching related activities (b) domain knowledge (c) Participation in examination and evaluation and (d) contribution to innovative teaching, new courses etc.
- 28.1.2 The minimum API score required of teacher from this category is 75 points.
- 28.1.3 The self-assessment score should be based on objectively verifiable criteria (hard copy) wherever possible and will be scrutinized by the HoD, IQAC and Screening and Selection Committee.

Sl. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score by HoD of Concerned Department	Documentation & Authentication by IQAC of the College	Assessment by Screening and Selection Committee
1.	Lectures, Seminars, Tutorials, Practicals, Contact Hours Undertaken as Percentage of Lectures Allocated	50 Points				
2.	Lectures or other Teaching Duties in Excess of the UGC Norms	10 Points				
3.	Preparation and Imparting of Knowledge/Instruction as per Curriculum: Syllabus Enrichment by Providing Additional Resources to Students	20 Points				

4.	Use of Participatory and Innovative Teaching Learning Methodologies: Updating of Subject Content, Course Improvement etc..	20 Points				
5.	Examination Duties (Invigilation, Question Paper Setting, Evaluation/Assessment of Answer Scripts) as per Allotment	25 Points				
6.	<b>TOTAL SCORE</b>	<b>125 Points</b>				
7.	<b>MINIMUM API SCORE REQUIRED</b>	<b>75 Points</b>				

## 28.2 CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

28.2.1 Based on the teacher's self-assessment, API scores are proposed for co-curricular and extension activities and professional development related contributions.

28.2.2 The minimum API required by a teacher for eligibility for promotion is 15 points.

28.2.3 A list of items and proposed scores are given below. It will be noticed that a teacher can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15 points) in this category to accrue to all teachers.

28.2.4 The self-assessment score should be based on objectively verifiable criteria (hard copy) and will be scrutinized by the HoD, IQAC and the Screening and Selection Committee.

Sl. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score by HoD of Concerned Department	Documentation & Authentication by IQAC of the College	Assessment by Screening and Selection Committee
1.	Student Related Co-curricular Extension and Field Based Activities (Industrial/Field/Study tours), Experimental Learning, Cultural Activities, Subject Related Events, Advertisement, Counselling, Clubs and	20 Points				

	Associations Related Activities.					
2.	Contribution to Corporate Life and Management of the Department and Institution Through Participation in Academic and Administrative Committees and Responsibilities	15 Points				
3.	Professional Development Activities (Participation in Seminars, Conferences, Short Term Training Courses, Talks, Lectures, Membership of Associations, Dissemination and General Articles not covered in Category 3)	15 Points				
4.	<b>MINIMUM API SCORE REQUIRED</b>	<b>15 Points</b>				

### 28.3 CATEGORY 3: RESEARCH AND ACADEMIC CONTRIBUTIONS

28.3.1 Based on the teacher's self-assessment, API scores are proposed for research and academic contributions.

28.3.2 The minimum API score required by a teacher in this category is different for different levels of promotion.

28.3.3 The self-assessment score should be based on objectively verifiable criteria (hard copy) and will be scrutinized by the HoD, IQAC and the Screening and Selection Committee.

Sl. No.	APIs	Faculties of Engineering/ Agriculture/ Veterinary/ Medical Science/Science	Faculties of Languages/Arts/ Humanities/Social Sciences/Library/ Physical Education/Management	Maximum Points for University/ College Teachers (UGC)	Maximum Points for St. Joseph's College, Teachers (Proposed)	Self Assessment Score (to be filled by applicant)	Verified API Score by HoD of Concerned Department	Documentation & Authentication by IQAC of the College	Assessment by Screening and Selection Committee
3 A (1)	Research Papers Published in Journals	Referred Journal* with ISBN/ISSN numbers	Referred Journal* with ISBN/ISSN numbers	15 Points (for each Publication)	20 Points (for each Publication)				
		Refereed Journals	Refereed Journals		15 Points				



		and Periodicals without ISBN/ISSN numbers	and Periodicals without ISBN/ISSN numbers		(for each Publication)				
		Conference Proceedings as Full Papers etc., (Abstracts not to be included)	Conference Proceedings as Full Papers etc., (Abstracts not to be included)	10 Points (for each Publication)	10 Points (for each Publication)				
3 A (2)	Member of Editorial of Journals	Refereed Journals with ISBN/ISSN numbers	Refereed Journals with ISBN/ISSN numbers		15 Points (for each Publication)				
		Refereed Journals and Periodicals without ISBN/ISSN numbers	Refereed Journals and Periodicals without ISBN/ISSN numbers		10 Points (for each Publication)				
		Non-refereed Journals and Periodicals with ISBN/ISSN numbers	Non-refereed Journals and Periodicals with ISBN/ISSN numbers		5 Points (for each Publication)				
3 A (3)	Reviewed/ Refereed Journals	Refereed Journals and Periodicals without ISBN/ISSN numbers	Refereed Journals and Periodicals without ISBN/ISSN numbers		10 Points (for each Publication)				
		Non-Refereed Journals and Periodicals with ISBN/ISSN numbers	Non-Refereed Journals and Periodicals with ISBN/ISSN numbers		5 Points (for each Publication)				
		Non-Refereed Journals and Periodicals without ISBN/ISSN numbers	Non-Refereed Journals and Periodicals without ISBN/ISSN numbers		3 Points (for each Publication)				
3 A (4)	Research Publications Books,	Text of Reference Books Edited	Text of Reference Books Edited	50 Points (for Sole Author)	50 Points (for Sole Author)				

	Proceedings Chapter in Books	Books Proceedings by International	Books Proceedings by International	10 Points (chapter edited books)	20 Points (Editor)				
		Publishers with an Established Peer Review System	Publishers with an Established Peer Review System		15 Points (Chapter in)				
3 E (2) Max. 70 Points	Papers in Conferences Seminars, Workshop etc..	Participation and Presentation	Participation and Presentation						
		Research Papers Oral Poster at	Research Papers Oral Poster at						
		International Level	International Level	10 Points	10 Points				
		National Level	National Level	7.5 Points	8 Points				
		Regional/State Level	Regional/State Level	5 Points	5 Points				
		Local (University/College Level)	Local (University/College Level)	3 Points	3 Points				
3 E (3)	Invited Lectures, Presentations, Resource Person for Conferences Symposia, Refresher	International Level	International Level	10 Points	15 Points				
		National Level	National Level	5 Points	10 Points				
		Regional/State Level	Regional/State Level		8 Points				
		Local (University/College Level)	Local (University/College Level)		5 Points				
3 E (4)	Chairing Sessions of Conference, Symposia etc.	International/National/Regional/Local Level	International/National/Regional/Local Level		5 Points (for each)				
3 F	Office Bearer/ Advisor of Professional Bodies	International Level	International Level		15 Points (for each)				
		National Level	National Level		10 Points (for each)				
		Regional/State Level	Regional/State Level		8 Points (for each)				

3 G	Awards/ Honours/ recognitions								
	Government Institutions/ Reputed Organization	International Level	International Level		30 Points				
		National Level	National Level		20 Points				
		Regional/State Level	Regional/State Level		10 Points				
3 H	Best Research Paper Poster Presentation								
	Awards in Seminars/ Symposia, etc.	International Level	International Level		10 Points				
		National Level	National Level		8 Points				
		Regional/State Level	Regional/State Level		5 Points				

29. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:
- 29.1 Indexed journals – by 5 points  
(An **indexed journal** is one that is indexed in various databases, depending on the discipline. Indexed journals are considered to be of higher scientific quality.)
- 29.2 Papers with impact factor between 1 and 2 by 10 points  
(**Impact factor** refers to the number of times the article in a journal has been cited).
- 29.3 Papers with impact factor between 2 and 5 by 15 points
- 29.4 Papers with impact factor between 5 and 10 by 25 points
30. A teacher has to attend a minimum of one orientation and two refresher courses of two to three week duration, and one faculty development related programme of one week duration with total of 70 Points (20 + 20 + 20 + 10) during the period of Assistant Professorship (UGC Regulation, 2018).
31. It is incumbent on the Governing Body and the College to prepare and publicize subject-wise lists of journals, periodicals and publishers under categories 3 (1) and (2). Till such time, Screening and Selection Committee will assess and verify the categorization and scores of publications.

32. The API for joint publications will have to be calculated in the following manner of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

*Annexure No. 4*

**Ref. No. SJC/SERVICE-RULES/1/2021**

**Dated: 04/12/2021**

**SERVICE RULES  
(First Amendment)  
APPROVED AND PUBLISHED  
BY  
AUTHORITY  
Jakhama – Kohima – Nagaland, the 4th December, 2021**

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## **INTRODUCTION**

St. Joseph's College, Jakhama is an Autonomous College Affiliated to Nagaland University. The Governing Body of the College is the apex authority in administrative and managerial matters. The functions of the Governing Body of the College are listed in the Memorandum of Association of the College. Since the College was established, owned and managed by the Diocese of Kohima, it comes under the purview of the Church law and educational policies of the diocese. The guidelines given below are made to identify and delineate the roles and functions of different officials of the College. The Bishop is the president of the Governing Body of the College. He appoints the Principal, the Vice Principals, the Administrator, the Director of men's Hostels and other administrative staff of the College in consultation with the Management Board. He is the final authority on all matters pertaining to the administration and management of the College.

## **1. SHORT TITLE AND COMMENCEMENT**

- 1.1 These rules shall be called St. Joseph's College (Autonomous) Service Rules.
- 1.2 These rules shall come into force with effect from the date of approval by the Governing Body of the College duly signed by the President and Principal of the College.
- 1.3 These rules shall be subject to changes as per notifications, circulars and regulations issued by the Principal in consultation with the Governing Body and adopted by the College from time to time.
- 1.4 The Management Board is mandated to coordinate the standards of higher education in the College, the guidelines and rules enshrined in this Service Rules are subject to ratification by the Governing Body.

## **2. DEFINITIONS**

In this Service Rules unless the context otherwise requires:

- 2.1 "College" means St. Joseph's College (Autonomous), Jakhama
- 2.2 "Registered Society" means St. Joseph's College Society.
- 2.3 "Chairman" means the Bishop of Kohima
- 2.4 "Head of College" means the Principal, who is the academic and administrative Head of the College appointed by the Bishop of Kohima.
- 2.5 "Principal" means the Secretary of Governing Body
- 2.6 "Governing Body" means the Apex Body of the College. The apex body of the College is duly constituted by the Registered Society as per its Memorandum of Association and its Rules and Regulations. The Governing Body of the College is vested with full and final authority over the College.
- 2.7 "Management Board" means the power vested authority established by the Governing Body and is charged with executive power to manage, supervise, and organize the day-to-day administration and affairs of the college.
- 2.8 "Diocese of Kohima" means the geographical jurisdiction under the pastoral care of the Bishop for the Catholic Church in Nagaland.
- 2.9 "Staff" means a member or members of the teaching or non teaching personnel(s) of the College/Institution appointed by the Management Board on behalf of the Governing Body
- 2.10 "Salary" means a fixed or non fixed monetary payment paid by the College to an employee.

- 2.11 “Guidelines/Regulations” means University Grant Commission Guidelines/Regulations
- 2.12 “Service Rules” means the rules and norms of the College
- 2.13 “Promotion Assessment” means the procedures for the assessment of Ph.D Degree holders
- 2.14 “Assessment” means the procedures for the assessment of non Ph.D Degree candidates
- 2.15 “Promotion Assessment Committee” means the Committee members appointed by the Governing Body to scrutinized the API/CAS of the teachers for promotion
- 2.16 “He/she” shall mean male/female
- 2.17 “Appointment” means an appointment made against a substantive post in accordance with the provisions of these rules.
- 2.18 “Regular Appointment” means an appointment made on regular basis after a period of probation.
- 2.19 “Probationary Appointment” means an appointment made for a period two years (twenty four months)
- 2.20 “Contractual Appointment” means an appointment made for a period of six months (one semester)
- 2.21 “Temporary Appointment” means an appointment made for a short period of time such as substitution of teacher or office staff.
- 2.22 “Part-time Appointment” means an appointment made to do certain urgent and required works in the College.
- 2.23 “Casual Appointment” means an appointment to do work intermittently
- 2.24 “Regulation” means the Regulations made by the authority of the College under this Act for the time being in force
- 2.25 “Service” means the College Service
- 2.26 “Academic Year” means the Calendar Year
- 2.27 “Semester” means 6 months of academic courses
- 2.28 “HOD” means Head of the Department
- 2.29 “Coordinator” refers to the teacher who takes the responsibility of the department for Post Graduate or Under Graduate Academic Block
- 2.30 “Teacher-in-Charge” refers to the teacher who takes the responsibility of the department until he/she qualifies to become HoD or Coordinator
- 2.31 “UGC” means University Grant Commission
- 2.32 “B.A/M.A” means Bachelor of Arts/Master of Arts
- 2.33 “B.Sc/M.Sc” means Bachelor of Science/Master of Science
- 2.34 “BBA/MBA” means Bachelor of Business Administration/Master of Business Administration
- 2.35 “B.Com/M.Com” means Bachelor of Commerce/Master of Commerce
- 2.36 “IQAC” means Internal Quality Assurance Cell
- 2.37 “API” means Academic Performance Indicator
- 2.38 “SET” means State Eligibility Test
- 2.39 “SLET” means State Level Eligibility Test
- 2.40 “NET” means National Eligibility Test
- 2.41 “M.Phil” means Master of Philosophy
- 2.42 “PH.D” means Doctor of Philosophy
- 2.43 “University” means Nagaland University or any other University recognized by the UGC
- 2.44 “Higher Education” means the undergraduate and above levels of education, or a bench-mark level of education to be determined by the government from time to time.

- 2.45 “Degree of Recognized University” means degree of a University incorporated by an Act of the Central or State Legislature in India, or other educational institutions established by an Act of Parliament, or declared to be a Deemed University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Government
- 2.46 “Retrenchment” shall mean the action of reducing the content or quantity.
- 2.47 “Casual leave” means authorized absence from duty.
- 2.48 “Service Certificate” refers to No Objection Certificate or Experience Certificate

### **3. NATURE OF THE COLLEGE**

- 3.1 St. Joseph's College (Autonomous), Jakhama is a private, Christian (Catholic) Minority Institution, established and administered by the St. Joseph's College Society with address: St. Joseph's College, Jakhama, P.B. No. 39, Kohima-797001, Nagaland.
- 3.2 It is a Registered Society with a No. RS 848 of 1985 dated 14th May 1985, under the Registration of Societies Act 1860 as amended by the Registration of Societies (Nagaland first Amendment) Act 1969.
- 3.3 It is registered as St. Joseph’s College Society.

### **4. OBJECTIVES**

The objectives for which the society is established (cf. a.b. Memorandum of Association of St. Joseph's Society) are:

- 4.1 To administer and run an institution of higher education under the name of St. Joseph's College at Jakhama under the auspices of the Catholic Diocese of Kohima.
- 4.2 To support and promote diffusion of knowledge and advancement of educational activities in all its branches including vocational, technical, professional, cultural, social and moral education for all persons irrespective creed, race, caste, community or social status.
- 4.3 The primary aim of St. Joseph's College (Autonomous) is to provide Higher Education in a Christian atmosphere to eligible students, especially to those belonging to the Catholic Church, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes and OBCs.

### **5. GOVERNING BODY**

Governing Body (GB) shall mean the Governing Body of the society constituted as provided in the rules and regulations (cf. 1.b. Rules and Regulations of St. Joseph's College Society): The constitution/composition of the Governing Body shall be as per UGC guidelines for Autonomous Colleges (cf. 13.3, UGC-Notification/12th February 2018).

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws,



		with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal
1 Member	Educationist or industrialist	Nominated by the Management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

### 5.1 Governing Body Members from Management

1. The Bishop of Kohima is the Chairman of the Governing Body.
2. The Principal is the Secretary of the Governing Body.
3. The Vice Principals, Dean of Science, Post Graduate Coordinator and Administrator are members from Management.

### 5.2 Ex-Officio Members of Governing Body

The Governing Body shall also include teachers of the college, educationist or industrialist, UGC nominee, University nominee, and state government nominee (preferably from Dept. of Higher Education).

### 5.3 Other Ex-Officio Members of Governing Body

The Governing Body shall also include the President of CAN, President of Southern Angami Catholic Union (SACU), the Parish priest of Mary Help of Christians Parish, Jakhama, and other persons of public and academic prominence nominated by the Chairman of the Governing Body.

## 6. POWERS OF THE GOVERNING BODY

- 6.1 The Governing Body is the apex decision making and final appellate authority of the College.
- 6.2 For any of the objectives and purposes of the Society, the Governing Body has the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 6.3 The Governing Body is vested with power to suspend and dismiss any employee of the College for breach of terms and conditions laid down in the Service Rules.

- 6.4 The Governing Body is the final decision making body as and when situation arises.
- 6.5 The Governing Body is the apex body to accept, approve, reject, or deny the recommendations made by the Management Board and the Academic Council.
- 6.6 The Governing Body shall issue order and notification at the request and recommendation by the Management Board.
- 6.7 The Governing Body (GB) shall meet at least twice a year.

## **7. MANAGEMENT BOARD/COMMITTEE**

- 7.1 The Management Board is the executive body established by the Governing Body and is charged with power to exercise the managerial duties and responsibilities to manage the general and day-to-day administration of the College.
- 7.2 The Management Board consists of the Rector/Principal, Vice Principals, Administrator, Dean of Science (Priest or Religious), Post Graduate Coordinator (Priest or Religious), Director of St. Joseph Men's Hostel (Priest) and one religious superior from the hostels in the campus nominate by the Principal.
- 7.3 The Rector/Principal shall be the President of Management Board.
- 7.4 The Rector/Principal may nominate any one of the Management Board members to be the Secretary.
- 7.5 For the smooth functioning of the College, the Management Board members shall work and exercise duties and responsibilities as per job description and uphold team spirit.
- 7.6 The Rector/Principal shall call for the Management Board meeting as and when needed (at least once a month).
- 7.7 The Management Board shall attend to urgent matters of a routine nature not foreseen by the Governing Body at its scheduled meetings.
- 7.8 The Management Board is the policy making body to decide rules and norms to manage the daily administration of the College subject to the approval of the Governing Body.
- 7.9 In consultation with the Governing Body, the Management Board shall exercise the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 7.10 The Management Board shall refer to the Governing Body when grave matters of the College call for dialogue and decision making.

## **8. CODE OF PROFESSIONAL ETHICS**

The Code of Professional Ethics shall be called the College Penal Code and shall extend to all the employees.

### **8.1 CRIMINAL PROCEEDINGS**

- 8.1.1 Every employee shall be liable to punishment under this code of Service Rules and for every act or omission contrary to the terms and norms laid down in the Service Rules if found to be guilty.
- 8.1.2 Criminal proceedings shall be initiated against all employees who write seditious and subversive posts on social and other media platforms.

- 8.1.3 The Management Board shall without any form of correction or warning issue letter of dismissal to employees from service, on grave disciplinary grounds, and breach of code of professional ethics.
- 8.1.4 Strict action shall be implemented against the College employee(s) whose writings challenge the coordination, integrity, sovereignty of the College, harm college interest, and hamper development activities of the College.
- 8.1.5 The Management Board shall initiate appropriate legal and disciplinary action against the delinquent College employee when the Board gets serious cognizance and report of misconduct and transgression.
- 8.1.6 Misconduct and transgression such as inciting and seditious movement(s) shall constitute serious offence(s) and be treated under the College Code of penal law and UGC Code of Professional Ethics. Gross misconduct under the service conduct rules shall invite criminal prosecution and disciplinary action including immediate dismissal from the service.

## **8.2 TEACHERS AND THEIR RESPONSIBILITIES**

- 8.2.1 As per the Code of Professional Ethics from UGC, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession.
- 8.2.2 A teacher is constantly under the scrutiny of the students and the society at large. Therefore every teacher should see that there is no incompatibility between one's precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students than his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative and amiable in disposition.
- 8.2.3 Teachers should adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- 8.2.4 The teachers should manage their private affairs in a manner consistent with the dignity of the profession. Seek to make professional growth continuous through study and research.
- 8.2.5 Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- 8.2.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 8.2.7 Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- 8.2.8 Participate in extension, co-curricular and extra-curricular activities including community service.

## **8.3 TEACHERS AND THE STUDENTS**

Teachers should:

- 8.3.1 Respect the right and dignity of the student in expressing his/her opinion.
- 8.3.2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 8.3.3 Recognize the difference in aptitude and capacities among students and strive to meet their individual needs.
- 8.3.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- 8.3.5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, secularism, patriotism and peace.
- 8.3.6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 8.3.7 Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- 8.3.8 Aid students to develop an understanding of national heritage and national ideals.
- 8.3.9 Refrain from inciting students against other students, colleagues or administration.

#### **8.4 TEACHERS AND COLLEAGUES**

Teachers should:

- 8.4.1 At all time treat other colleagues of the profession in the same manner as they themselves wish to be treated.
- 8.4.2 Speak respectfully of other teachers and staff, render assistance for professional betterment.
- 8.4.3 Refrain from discriminating colleagues based on caste, religion, race or sex in their professional endeavour.
- 8.4.4 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

#### **8.5 TEACHER AND AUTHORITIES**

Teachers should:

- 8.5.1 Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and initiate steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- 8.5.2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 8.5.3 Co-operate with the authorities in the formulation of the policies of the institution by accepting various offices and discharge responsibilities which may demand.
- 8.5.4 Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- 8.5.5 Should adhere to the conditions of contract.
- 8.5.6 Refrain from availing themselves of leave except on unavoidable grounds. Provide prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **8.6 TEACHERS AND NON-TEACHING STAFF**

- 8.6.1 Teachers should treat the non-teaching colleagues and equal partners in a cooperative undertaking within educational institution.
- 8.6.2 Teachers should help in the function of joint store councils covering both teachers and non-teach staff.

## **8.7 TEACHERS AND GUARDIANS**

Teachers should try to see through and help the institutions to maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians to share the possibilities to help the students and for the betterment of the institution.

## **8.8 TEACHERS AND SOCIETY**

Teachers should:

- 8.8.1 Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 8.8.2 Work to improve education in the community and strengthen the communities' moral and intellectual life.
- 8.8.3 Be aware of social problems and take part in such activities as would be conducive to the progress of society.
- 8.8.4 Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religion or linguistic groups but actively work for unity and national integration.

## **9. CLASSIFICATION OF EMPLOYEES**

- 9.1 Employees of the College consist of Teaching and Non-Teaching Staff and there is a clear distinction between them. Non-Teaching Staff include Controller of Exam and Colleagues, Co-ordinators, Office Assistants, Librarian and Colleagues, Clerical Employees, Laboratory Assistants and Grade IV Employees of the College.
- 9.2 A regular employee is an employee who has been appointed on a regular basis under a proper letter of appointment after a period of probation.
- 9.3 A probationer is an employee who is provisionally employed on trial basis with a view to fill a regular post. The period of probation is for two years. The period of probation may be extended by another one more year if needed. A probationer must complete twenty-four (24) months of service, physically present in the college for duty to apply for regularization of service.
- 9.4 An employee with contractual appointment is one who is given appointment on contract basis, normally for six (6) months or a period of one semester.
- 9.5 An employee with contractual appointment can also be a specialist, a person with specialized skills, professional consultant etc. who is paid on contract basis for his/her service in the area of specialization.
- 9.6 An employee with temporary appointment is one who is employed for a job which is essentially of a short period of time. A candidate may be given temporary appointment to substitute teacher/office staff who has taken leave for medical reason, research studies, maternity leave etc. for a short period of time.
- 9.7 A part-time employee is one who is given work by the college to do certain urgent and required works. The nature of the work is such that it may not require employee's service whole time through the day or week.
- 9.8 A casual employee is one who is engaged for work intermittently.

## 10. ELIGIBILITY

- 10.1 For Teaching Staff: As per UGC norms, Notification, New Delhi, the 18th July, 2018, University to which the College is affiliated and norms of College with Autonomous Status.
- 10.2 The recruitment to the posts of Assistant Professor, Associate Professor and Professor in the College shall be the basis of minimum qualification through advertisement, followed by selection by a duly constituted Selection Committee.
- 10.3 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC.
- 10.4 The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for recruitment to the College:

**Provided** that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the College.

**Provided** further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in the College subject to the fulfilment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
  - b) The Ph.D. thesis has been awarded by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate has been conducted;
  - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
  - e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 10.5 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for recruitment of teachers and other equivalent cadres at any level.
  - 10.6 A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently abled.
  - 10.7 The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- 10.8 A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to **19 September, 1991**.
- 10.9 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 10.10 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 10.11 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 10.12 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities/College with effect from **01.07.2023 (UGC/**
- 10.13 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of recruitment/ promotion.
- 10.14 No person shall be appointed to the post of Assistant Professor, Librarian or Director of Physical Education and Sports, in the College recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations.
- 10.15 For Non-Teaching Staff: Decision by the Management Board based on the qualification of the applicant and as per requirements of the College.

## **11. APPOINTMENT**

- 11.1 As autonomous College, the College has complete administrative autonomy and privilege to appoint Administrative staff, teaching faculty and Principal (cf. 3.9, UGC – Notification/12th February 2018).
- 11.2 An employee is appointed on the recommendation of the Management Board. The appointment of teaching staff is done through the interview conducted by the Board of Studies. The appointment of non-teaching staff is done through the consultative meeting of the Management Board of the College.
- 11.3 Appointments against Article 9 shall be made by the Principal in consultation with the Management Board.
- 11.4 The Principal (Secretary to the Governing Body) shall issue the Appointment letter for all the employees except the fourth grade staff.
- 11.5 Every appointment made by the Principal shall contain terms and norms of agreement, nature of appointment, tenure of service, date of joining, and basic necessary definition of salary scale.
- 11.6 All members of staff thus appointed must declare and sign the Appointment Letter, sign the Acknowledgement of the Service Rules and without fail report for duty (date of joining) as per the Appointment Letter.
- 11.7 It is mandatory for all members of staff to submit the original certificate of the latest academic study, two recent passport photos, one photocopy of academic records from HSLC, (Mark sheets and certificates) and other relevant documents which pertain to the nature of job for which appointment is made.
- 11.8 The Management Board shall maintain a confidential record of each staff and no employee has the right to access the report. The record consists of confidential and evaluated statement with regard to the performance of the staff. Refusal on the part of the staff to sign the record shall be signed by the Principal of the College.

- 11.9 The service of unsatisfactory employee(s) on probation shall be terminated. The service of satisfactory employee(s) shall be retained if and when his/her service is required.
- 11.10 The Principal in consultation with the Management Board shall issue a letter of termination or extension of service.
- 11.11 An employee at the completion of two years of probation may apply for two years of service contract.
- 11.12 A staff has to complete 24 months (two years) of probation, in service with physical presence in the college to be eligible to avail regularised appointment. If any staff passes through the period of deferment of appointment/employment then such period shall not be counted as period of service.
- 11.13 After completion of two years of probationary service, an employee may apply for regularization of appointment. The tenure of regularized service shall be for three years only.
- 11.14 At the termination of three years regularized service, the employee may apply for renewal of regularized appointment. He/she shall fill the renewal form, duly signed and submit to the office of the Principal three months before the expiry of the contract.
- 11.15 When an employee completes three years of regularized appointment and the regularized appointment is renewed then he/she need not apply again for renewal of regularized appointment.
- 11.16 The service of the unsatisfactory employee shall be terminated with an order of termination and that of the satisfactory employee shall be confirmed with an order of confirmation.
- 11.17 The members of teaching staff with required qualification to teach Bachelor Degrees and Master Degrees are liable to be transferred from Under Graduate teaching post to Post Graduate teaching post and vice versa.
- 11.18 If the documents in the application (CV) of the employee are found to be false at any time in the whole duration of the service, the appointment will be declared invalid and the defaulter is liable to legal proceedings, punishment and fine.
- 11.19 The appointment of a teaching staff with NET/Ph.D qualification shall be to teach both Under Graduate and Post Graduate Degree Programmes.
- 11.20 A teaching staff with NET/Ph.D qualification shall be transferred from Post Graduate section to Under Graduate section and vice versa as per the requirement of the College.
- 11.21 If a teaching staff with NET/Ph.D is unwilling to teach both Under Graduate and Post Graduate students, then he/she shall not avail the provision of regularized appointment and shall not receive any additional benefits even if he/she serves the institution for many years.

## 12. TEACHER PROMOTION ASSESSMENT

- 12.1 To apply for Teacher Promotion Assessment, an employee has to fulfil the eligibility requirements as enshrined in the Teacher Promotion Assessment Guidelines of the College.
- 12.2 The applicant must possess good academic record with NET & Ph.D. Degrees in the concerned/allied/relevant disciplines.
- 12.3 A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a relaxation of 50% for ST & SC.
- 12.4 A minimum of **eight years of experience of teaching** and/or research in an academic/research position equivalent to that of Assistant Professor in the College with a minimum of **seven publications** in the peer reviewed/UGC Care List journals and a total research score of **Seventy Five (75)** as per the criteria given in Appendix III, Table 2 of UGC regulations.
- 12.5 Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.



### **13. HEAD OF DEPARTMENT/COORDINATOR/TEACHER-IN-CHARGE**

- 13.1 Every Department in the College shall have only one Head of Department (HOD).
- 13.2 The Principal shall issue a letter of appointment for the Head of Department/Coordinator/Teacher-In-Charge. The letter of appointment shall contain job description of the post.
- 13.3 The tenure of Head of Department/Coordinator/Teacher-In-Charge shall be three years with effect from the date of appointment. The Management Board may re-appoint a teacher to the post of Head of Department/Coordinator/Teacher-in-charge as and when needed, after studying the cases and situations and if the Management Board feels that there are no competent, proficient and capable candidates to hold the post in the department.
- 13.4 The Head of the department of Bachelor of Business Administration shall be called as Director.
- 13.5 A teaching staff is eligible to hold the office of Head of Department only after completion of the period of three years of regularised appointment. In case of any department without teaching staff with completion of three years of regularised appointment then that department shall have only Teacher-in-charge of the department.
- 13.6 The post of Head of Department shall be conferred based on seniority of service. However, the Management Board shall be vested with complete autonomy to decide the post of Head of Department, if the Management Board feels that such decision has to be made due to circumstances and relevant situations.
- 13.7 The Management Board is vested with the power to remove a teacher from the post of Head of Department if he/she is found to be non competent and resourceful in holding the post of Head of Department. The same policy shall be applied to Coordinator/Teacher-In-Charge of the Department.
- 13.8 If a teacher is found to be non competent and resourceful in holding the post of Head of Department/Coordinator/Teacher-In-Charge, the Management Board shall nominate the next senior most teacher or a responsible teacher with leadership qualities to take the post.
- 13.9 The Head of Department can be either from the Post Graduate Block or Under Graduate Block. If the Head of Department is from the Post Graduate Block then the Under Graduate Block shall have a Coordinator/Teacher-In-Charge and vice versa of the Department. A teacher shall be given designation of Coordinator for Under Graduate Programme and Post Graduate Programme if the Head of Department is from the Under Graduate Programme or Post Graduate Programme.
- 13.10 A teaching staff shall be called Teacher-In-Charge if he/she does not complete the period of probation or without regularized appointment but nominated to hold the post.
- 13.11 The Management Board shall be the final decision making body to nominate and appoint the Head of Department/Coordinator/Teacher-In-Charge.

### **14. DEPARTMENT/FUND/AUDIT**

- 14.1 The department shall judiciously utilize the departmental fund for all departmental activities, programmes, seminars, workshops etc.
- 14.2 Every Department shall constitute Finance Committee of not less than 3 members.
- 14.2 The Head of the Department/Coordinator/Teacher-in-charge shall be the bursar of Finance Committee.

- 14.3 If a department has both HoD and Coordinator, then the HoD and Coordinator of the respective department in PG or UG block shall be responsible to take care and supervise the finance of PG or UG block and submit financial audit to the Administrator.
- 14.4 The fund allotment from the College to the departments for both PG and UG shall be as per the enrolment of students in the department.
- 14.5 The fund allotment from the College to the Clubs and Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.
- 14.6 If any teaching staff or student misappropriates and siphons the department fund in any form then he/she shall refund the whole lost sum with interest of 5% to the department.
- 14.7 No individual teaching staff or student can spent the money of the department without collective knowledge and permission from the finance committee of the department.
- 14.8 Every Department (PG & UG) shall maintain financial record (income & expenditure) supported by receipts.
- 14.9 Every Department (PG & UG) shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 14.10 All activities related to the department shall be financed by the respective Department.
- 14.11 No Department shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.
- 14.12 The Departments shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.

## **15. CLUBS/ASSOCIATIONS/FUND/AUDIT**

- 15.1 Clubs and Associations are academic and student progress oriented groups established by the College authority to help, assist and facilitate all round development of students.
- 15.2 Any club or association to be established in the College has to be authorized by the Head of the Institution.
- 15.3 If a club or association is non functional and does not support student progression, the Management Board shall have the full right to decide and abolish such club or association.
- 15.4 Clubs and associations shall have two staff directors as Director and Assistant Director and other staff as collaborators to manage, organise, supervise and oversee all the activities and help the students to develop their skills, abilities and talents.
- 15.5 Clubs and Associations shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.
- 15.6 No club or association shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.
- 15.7 Clubs and Associations shall judiciously utilize the fund for various activities, programmes, seminars, workshops etc.
- 15.8 Every club and association shall constitute Finance Committee of not less than 3 members.
- 15.9 The director of club and association shall be the bursar of Finance Committee.
- 15.10 The director of the club or association shall be responsible to take care and supervise the finance and submit financial audit to the Administrator.
- 15.11 The fund allotment from the College to the club and association shall be as per the norm of the college.
- 15.12 The fund allotment from the College to the Clubs and Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.

- 15.13 If any teaching staff or student misappropriates and siphons the club or association fund in any form then he/she shall refund the whole lost sum with interest of 5 percent (5%).
- 15.14 No individual teaching staff or student can spent the money of the club and association without collective knowledge and permission from the finance committee.
- 15.15 Every club and association shall maintain financial record (income & expenditure) supported by receipts.
- 15.16 Every club and association shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 15.17 All activities related to the club and association shall be financed by the respective club and association.

## **16. REMUNERATION FOR EXTERNAL INVIGILATOR/EXAMINER**

- 16.1 The department cannot claim remuneration from the examination fee collected from the students by the college. A portion of the examination fee collected from the students shall be set aside to meet the expenses incurred at Exam Branch.
- 16.2 In case of dissertation, project work and viva voce etc. for Elective Paper, which is equivalent to End Semester Exam, the college may pay remuneration for external invigilator/examiner, provided certain fee is collected for such paper.
- 16.3 If a department invites an external guest lecturer or resource person then remuneration for such guest lecturer/resource person shall be paid by the respective department.
- 16.4 If any teacher wishes to have guest lecturer to teach his/her assigned subjects/units which he/she is supposed to teach, and agreed upon by the department teaching staff, then he/she is obliged to make personal contribution towards remuneration for such guest lecturer/resource person or be paid by the department. However, the department can decide whether partial personal contribution be paid by the respective teacher or the whole remuneration be paid from the department fund. The teacher or department shall not ask the students to meet the remuneration.

## **17. RESIGNATION/TERMINATION**

- 17.1 An employee with temporary appointment/contractual appointment or a probationer who wishes to resign from the job shall give a one month's notice or surrender one month's salary for failure to give such a notice.
- 17.2 During the period of probation, the Management Board may terminate the service of an employee any time with a one month's notice or pay one month's salary for failure to give such a notice.
- 17.3 A regularized employee who wishes to resign from the post shall give three months' notice or surrender three months' salary for failure to give such a notice.
- 17.4 The service of a regularized employee can be terminated by the Management Board after due process of at least three (3) notices, corrections/warnings.
- 17.5 Based on the report and investigation of the performance and exercise of duties of an employee other than regularized employee, the Management Board can take decision to retain or dismiss an employee.

- 17.7 In case of serious misconduct, indiscipline, breach of terms and norms of Service Rules, and failure to perform duties or if the credentials furnished by the employee are found to be false, no notice/investigation is deemed necessary on the part of the Management Board to terminate the service of any category of employees.
- 17.8 An employee who engages in offensive and aggressive acts and incites other colleagues/employees against the Management authorities shall be terminated from the job without due process of termination.

## **18. RETRENCHMENT**

- 18.1 Retrenchment shall mean the action of reducing the content or quantity. In case of retrenchment due to change in University Norms or closure of any Department/Section of the Institution, employees (teaching and non-teaching) will be retrenched beginning with the junior most, with a notice of three months or three months' pay for failure to give such notice.
- 18.2 Notwithstanding the aforesaid, in determining this (Article 15.1), the Management Board shall be at liberty to determine which teacher/staff to be retrenched after taking into consideration the staff requirement to handle different subjects and administrative affairs.

## **19. RETIREMENT/SUPERANNUATION**

- 19.1 The retirement age for all employees shall be 60 years. However, if an employee retires in the course of the academic year, his/her service may be extended till the end of the academic year.
- 19.2 The Management Board may for special reasons recommend to the President of the College the extension of service beyond sixty years of any particular teacher. The President on considering the merit of the case and subject to the staff being certified medically fit by the medical officer authorized for the purpose by the President may grant extension for one year at a time but not exceeding five years.
- 19.3 The Management Board may for special reasons, in consultation with the President of the College may request the retiring employee who is certified fit to continue his/her service in helping and assisting the Management Board in the administration or academic affairs with revised pay scale. The retiring employee shall cease to draw the salary in service which he/she had been paid.

## **20. ABANDONMENT OF SERVICE**

- 20.1 If an employee remains absent for five consecutive days without prior sanction or leave or permission, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced unless decided otherwise by the Management Board/Head of the Institution.
- 20.2 If an employee remains absent beyond the leave originally granted he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced, unless decided otherwise by the Management Board/Head of the Institution.
- 20.3 An employee who fails to arrive on the reopening day after terminal/summer/winter/ holiday/break shall be deemed to have abandoned his/her service unless decided otherwise by the Management Board/Head of the Institution.

## 21. SALARY

- 21.1 Salary/Pay Scale and emoluments shall be according to the decision of the Governing Body in consultation with the Finance Committee.
- 21.2 Salary/Pay scale for temporary appointment shall be different according to academic qualification. The required academic qualification and pay scale shall be as per NET/SLET/Ph.D certificates.
- 21.3 Since B.ED/SET/TET/M.Phil and other equivalent specializations are not required for minimum qualifications to teach at HEIs, the salary/pay scale shall not be considered based on such certificates.
- 21.4 The Management Board, in consultation with the Finance Committee shall decide the Salary/Pay scale of non teaching staff as per qualities, abilities, skills, and required certificates.
- 21.5 Full salary shall be paid for twelve months including the holidays to all who complete one academic year of service provided they are present on the first and the last working day of each Semester.
- 21.6 A staff with Contractual Appointment is not eligible to get salary for full twelve months. He/she shall be paid for the number of working days mentioned in the Appointment Letter.
- 21.7 Those who join the service in the middle of the year are entitled salary only till the last working day or unless decided otherwise by the Management Board/Head of the Institution. A day's wage is arrived at by taking the total salary divided by 30 days.
- 21.8 Every employee appointed shall be paid from the date on which he/she commences the service in the institution.
- 21.9 In normal situation, the salary of every employee shall be paid by the 4th day of the following month. If that day is holiday, the salary will be paid on the next working day.
- 21.10 The Management Board/Administrator shall deduct from the pay at the source the amount due on Professional Tax/EPF/HRA/Gratuity or any other dues legally recoverable and pay the amount to the concerned department(s) on behalf of the employee.
- 21.11 A non regularized staff cannot claim Provident Fund provisions.
- 21.12 Provident Fund: A regularized employee shall be subject to contributory Provident Fund from the day he/she is given regularized appointment by the College. Its operation is governed by the Provident Fund Act.
- 21.13 A teaching staff with NET & Ph.D qualifications shall receive equal salary pay scale whether he/she teaches the Under Graduate or Post Graduate Degree Programmes.
- 21.14 A teaching staff without NET or Ph.D shall receive only a lump sum payment decided by the Management Board.
- 21.15 A non regularised staff cannot avail additional benefits such as gratuity, short term loans, teacher Promotion Assessment, annual increment(s) and award of Certificate of Recognition.
- 21.16 The salary/pay scale of Grade IV staff shall be according to the job specification and not according to the academic qualification, specialization or year of experience.
- 21.17 If an employee fails to report for duty for more than five (5) working days, the Management Board has the full right to withhold the salary of the employee.
- 21.18 A regularized employee may avail medical/health insurance through the College. The monthly payment of medical/health insurance shall be deducted from the salary.
- 21.19 The Gross Pay Scale structure of an employee with Probationary Appointment and Regularised Appointment shall be divided under the following categories: Basic, DA (*Dearness Allowance*), Gratuity, HRA (*House Rent Allowance*), EPF (*only for Regularised employee*).

### EMPLOYEE WITH PROBATIONARY APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	GRATUITY	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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### EMPLOYEE WITH REGULARISED APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	EPF (13.15% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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## 22. INCENTIVES

- 22.1 A double increment (*one increment in addition to the yearly increment*) may be awarded, as per prescribed norms, to an employee selected by a committee appointed by the Governing Body.
- 22.2 A regularised employee may avail encashment of un-availed casual leave at the end of the academic year. However, the Management Board has the full power and right to hold back/revoke encashment of un-availed casual leave as and when situation demands to do so. The provision of encashment of un-availed casual leave is a gesture of appreciation and encouragement from the Management for the employees and no employee can take it as rightful claim.
- 22.3 The provision of encashment of un-availed casual leave is applicable only if the employees are physically present in the College for duty.
- 22.4 The Management Board shall from time to time decide staff bus fee affordable by staff.
- 22.5 As and when required, the Management Board may depute employee(s) to attend courses, training programmes, seminars, conferences, workshops and exchange programmes. To this end the College shall meet the financial expenses.
- 22.6 Interest free short term loan up to a maximum of Rs. 1, 00,000/- (one lakh) may be granted to regularized employees for justifiable purposes, repayable within twelve months. The employee shall refund the loan by deduction from the monthly salary or make full refund within twelve months. Failure to refund the loan within twelve months shall incur interest according to the prevalent rate.
- 22.7 The provision for short term loan can be availed only by regularised employee.
- 22.8 A staff cannot claim short term loan every year. There should be at least 12 months gap to avail short term loan.
- 22.9 Promotion under Career Advancement Scheme (CAS) with increase in basic pay/number of increments shall be decided by the Management Board for eligible teachers.
- 22.10 The Management Board shall from time to time decide the amount for financial incentive.
- 22.11 Financial incentives for staff who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research/scientific article in publish books and journals with ISBN/ISSN number. However, a staff cannot claim double encashment for the same

article which had been used for seminar presentation and publication. Financial incentives shall be given only for publication of a book, contribution in a book or article in peer/reviewed/UGC Care list journals.

- 22.12 A PH.D teacher shall not claim financial incentives for the Articles he/she had submitted to the University where he/she studied as part of requirement for completion of Ph.D studies. No financial incentives shall be granted for such Articles and Publications.
- 22.13 To avail financial incentives, one has to produce proof in hard copy with all the details of publication(s). In the case of paper presentation, provide details of the paper presentation mentioning the nature of seminar and whether the paper presented at the seminar/conference has been published. Mention the publication of paper presentation if published in edited book. The College will not give financial incentive to any staff for being resource person at various seminars, conferences, workshops or webinars.
- 22.14 Financial incentives shall be different for single author and co-authors.
- 22.15 Financial incentives shall be considered necessary only for the primary (main) author of the article, publication or presentation.
- 22.16 Financial incentives must to be claimed within a period of three months of publication after which no financial incentives shall be granted.
- 22.17 Financial incentives shall not be considered if the article is not published in peer reviewed journals under UGC Care List.
- 22.18 Financial incentives shall not be considered if the article or publication is without affiliation to St. Joseph's College, Jakhama.
- 22.18 For the event of Department Jubilee celebration, the Management Board shall decide upon certain amount of financial assistance, not exceeding Rs. 20,000 (twenty thousand) for the celebration of the occasion.
- 22.19 The practice of giving financial incentive for publication of articles and books is purely a good will gesture from the Management and it can be revoked as and when it is felt necessary.

### **23. NORMS FOR DOUBLE INCREMENT**

- 23.1 A regularized employee is eligible for double increment if he/she has attained a level of excellence as a teacher according to the assessment of Management Board.
- 23.2 Excellence as a teacher refers to the following areas.
  - (a) Concern and commitment to students and enthusiasm and creativity in teaching.
  - (b) Efficiency and effectiveness as a teacher: preparation of classes, organization of subject matter, presentation, use of teaching materials and aids, ability to make students understand, and ability to motivate students.
  - (c) Organization, involvement and participation in various extra-curricular activities of the college.
  - (d) Influence and good rapport with students outside the class room and encouraging student participation in various College activities.
  - (e) Team building among one's colleagues and healthy interaction with other staff members and the management.
  - (f) Good knowledge in the academic field.
  - (g) Any outstanding achievement in the academic field.
- 23.3 Achievement of a level of excellence by a teacher will be decided through a process of evaluation which will include feedback from the students, feedback from the staff and feedback from the management. The final evaluation will be done by a committee appointed by the principal consisting of students and the staff. The decision of the Management will be final.

## **24. DUTIES AND RESPONSIBILITIES OF EMPLOYEES**

- 24.1 Supervision and control over all employees shall be vested in the Head of Institution, who will allot duties and responsibilities, both curricular and extra-curricular, for the efficient management of the Institution, the maintenance of discipline and overall development of the students.
- 24.2 An employee shall not join or continue to be a member of an association, the objective or activities of which are prejudicial and detrimental to the objectives of the institution, public order or morality, as also the interests of the Catholic Church and its Institutions.
- 24.3 No employee shall engage himself/herself in gainful (profitable) employment without permission of the Head of Institution.
- 24.4 It is not permitted for an employee to take any document in full or partial from the IQAC without prior permission from the Principal.
- 24.5 No employee has the right to claim remuneration for extra time called for administrative work.
- 24.6 No employee shall take undue advantage of the facilities provided for administration of the institution for personal work.
- 24.7 Teaching staff with SLET/NET/Ph.D degrees are subject to interchangeable duties. The Management Board shall make interchangeable duties for staff for both Under Graduate and Post Graduate classes as and when required.
- 24.8 Every employee shall diligently carry out the duties and responsibilities as stated in the job description.

## **25. APPLICATION FOR CHANGE OF POST**

- 25.1 An employee may apply for a change of post/designation in the Institution. He/she shall obtain No Objection Certificate from Principal.
- 25.2 The Principal in consultation with the Management Board shall be the sole authority to decide the change of post/designation.
- 25.3 Once the Principal gives the decision to the request of change of post, it is mandatory for the applicant to accept the change of post.
- 25.4 If the applicant does not accept the decision for change of post/designation given by the Principal, then the applicant shall be terminated from the job which he/she had been holding without any further appeal.

## **26. HIGHER STUDIES**

- 26.1 Study leave is intended for pursuing higher studies leading to Ph.D degree in the subject taught by the teacher.
- 26.2 Only those who are working in the College with regularized appointment are eligible for study leave.
- 26.3 A study leave for Ph.D Course work for six months may be granted only to teachers with regularized appointment who have served the college for a minimum of 3 years. Such teachers will be paid three (3) months only full salary during six months leave period. He/she will not be paid for the remaining 3 months of the leave period.
- 26.4 The leave for Ph.D course work will not be extended under any circumstance.
- 26.5 A non regularized teacher/staff may avail study leave without pay for M.Phil or Ph.D course work.
- 26.6 A regularized teacher/staff may avail study leave for M.Phil but without payment of salary.
- 26.7 A study leave for Ph.D field work and Defence of Thesis paper shall be granted for a period not exceeding one year, and shall not be extended under any circumstance.
- 26.8 If a research scholar employed in the College wishes to take study leave for Ph.D field work and Defence of Thesis paper, he/she may sign bond/MoU with the College and avail financial help.



- 26.9 As a rule, only one teacher from a Department will be granted study leave at a time. Preference will be given according to seniority.
- 26.10 Only those who are registered for Ph.D programme in a recognized university or Institution are eligible for study leave.
- 26.11 Application for study leave should be submitted at least six months before the leave commences. The following documents should be submitted with the application.
- (a) Proof of admission or proof of registration to the Ph.D programme.
  - (b) A letter from the Research committee/guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.
- 26.12 A teacher and research scholar who has completed five years (with regularised appointment), but less than eight years of service in the College shall be eligible to draw 50% of normal salary during the period of study leave. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
- 26.13 A teacher and research scholar who has completed eight or more years of service in the College shall be eligible to draw full pay during the period of study leave. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
- 26.14 A teacher and research scholar who draws full or partial pay must execute a bond to the effect that he/she will serve the College for a period of at least five years after completion of study leave. If the teacher/research scholar concerned fails to honour the bond, he/she shall refund, with interest (according to the prevailing interest rate of the bank), all the money received from the College during the period of the study leave. In any case the College shall have the right to recover the amount due before the employee leaves the College. The Original Certificates of the research scholar/teacher on study leave will be kept in the College.

## **27. WORKING HOURS AND ATTENDANCE TEACHING STAFF**

- 27.1 The teaching staff shall sign in on arrival and sign out at departure.
- 27.2 The normal working hour of teaching staff is from **8.30am to 2.40pm**.
- 27.3 A teaching staff is expected to be available for at least 6 hours in the institution for at least five days a week for conducting classes, holding tutorials, guiding research or carrying out any other academic and curricular or extra-curricular activities provided to him/her by the College.
- 27.4 Information about late arrival or early departure is to be provided to the Vice Principal (Academic Dean) and be recorded in the Movement Register.
- 27.5 A teaching staff shall engage in all the hours/periods of direct teaching. He/she is expected to take 16 hours of class a week.
- 27.6 A teaching staff is expected to engage in remedial classes, mentoring, and organization of extra-curricular activities to help the students.
- 27.7 The Management Board may arrange/organize classes, works, and any other engagements on Saturdays as and when it is required.
- 27.8 The Management Board may ask any teaching staff to help in the administration of the College as and when it is required.

## **NON TEACHING STAFF**

- 27.9 The non-staff shall sign in on arrival and sign out at departure.
- 27.10 The working hours for non teaching shall be:

(a) **Monday to Friday:**

8.30 am to 4.00 pm with a break of 45 minutes

(b) **Saturday**

8.30 am to 12.30 pm

- 27.11 Taking into consideration the local situation, office staff may take leave on alternative Saturday in rotation to attend to their private work.
- 27.12 During examination days, days of admission, days of common celebrations and on any occasion wherein the presence of the non-teaching staff is required, the office will remain open the whole day and they will be required to perform their duties.
- 27.13 The non teaching staff are expected to help in the administration of the College as and when the need arises.

## **28. HOLIDAY**

- 28.1 Holidays to be observed during the Academic Year shall be mentioned in the Academic Calendar and Handbook.
- 28.2 As a private and autonomous College, the Management Board of the College shall decide the specific holidays to be observed albeit state and national holidays observed by the government.
- 28.3 The Management Board shall be vested with power to declare holiday not mentioned in the Academic Calendar or cancel any holiday mentioned in the Academic Calendar if situations and circumstances demand it.
- 28.4 If the Academic Calendar does not mention holiday for a particular occasion (religious feasts, birthdays, days of state and national importance, etc.) then it is not a holiday.
- 28.5 The College shall follow the guidelines of the Diocese of Kohima, directives from the President of the College and Commission for Education, Diocese of Kohima.
- 28.6 No holiday shall be declared after the College Week, Freshers' Day, Graduation Day or Spring Fest unless decided otherwise by the Management Board/Head of the Institution.

## **29. CASUAL LEAVE**

- 29.1 Leave means authorized absence from duty.
- 29.2 An employee with provision for casual leave can avail only one casual leave in a month and the leave should not exceed 3 days.
- 29.3 An employee is not allowed to take casual leave during the exam days. If leave is unavoidable during exam days, then it shall be considered as leave without pay.
- 29.4 If any staff/employee is absent for duty without any prior information or leave application, it would be considered as leave without pay for all consecutive days of absence.
- 29.5 An employee cannot take leave on duty for his/her personal works/studies/exams etc. Leave on duty is applicable only if the employee takes leave to carry out works for the College/administrative work authorized by the Principal.
- 29.6 Leave shall be considered half day leave if any employee takes leave after two hours of sign in. Two half day leaves shall be counted as one casual leave.

- 29.7 All leave must be asked for in writing/prescribed form and in advance, except in unforeseen/unprecedented circumstances. Even in such circumstances an application must be submitted to the College Office through the Vice Principal (Academic Affairs) on the first day after absence, mentioning the reason for the absence and the number of days of leave taken.
- 29.8 If the casual leaves are exhausted then the number of days absent shall be considered as leave without pay.
- 29.9 Any leave that is not sanctioned by the Head of Institution will be considered as leave without pay.
- 29.10 In computing the cut in pay, the salary of the month of the employee concerned will be divided by 30 and multiplied by the number of days including the intervening Sundays and holidays on which the employee was absent from duty, irrespective of the number of calendar days in that month.
- 29.11 A member of the teaching staff with probation appointment or regularized appointment is eligible to all the holidays notified in the academic calendar of the College. However, if the Head of the Institution asks a teaching staff to come to the Institution on a holiday to attend a meeting or for any other purpose connected with the institution/administration, the teacher is bound to come notwithstanding the fact that it is a holiday.
- 29.12 Members of the non-teaching staff are in the category of non-vacation staff and the vacation of the College do not apply to them. However, they are entitled to one full month's (30 days inclusive of Sundays and intervening holidays) leave as vacation. This can be availed only with the sanction of the Head of Institution. This is normally available only to those who have completed one full year of service in the Institution.
- 29.13 All regularized employees are entitled to 10 days casual leave in a calendar year.
- 29.14 Casual leave cannot be accumulated.
- 29.15 Any employee who is entitled to avail medical leave or casual leave may take leave for 3 days at a time.
- 29.16 Any employee absent on the first day and last day of working day shall be considered as leave without pay even if information or leave application is tendered.
- 29.17 Every two late arrivals for duty if without valid reason or two half day leaves shall be considered as one day casual leave.
- 29.18 All regularized employees are entitled to 15 days medical leave with half pay in a completed year of service supported by the Doctor's and medical bills. For example, if anyone takes 10 days medical leave then 5 days pay will be deducted from his/her salary. In case of 'Serious Illness,' a written application may be made to the Management Board for sympathetic consideration. For computing medical leave, all intervening Sundays and holidays are counted, not however, the vacation of the Institution, unless the medical leave is prefixed or affixed to such vacation, in which case, the whole period including the Institution's vacation shall be treated as medical leave.
- 29.19 Maternity leave up to 90 days with full pay can be availed by a teaching and non teaching staff. An additional of 60 days of maternity leave without pay may be availed but no extension of leave shall be granted after availing 60 days of leave without pay. Maternity leave shall be granted only for the first and second child. Maternity leave is inclusive of intervening Saturdays, Sundays and holidays, and begins from the date of delivery or the commencement of the leave, whichever is earlier.
- 29.20 If a staff takes maternity leave or other granted leave for more than thirty (30) days, then availed casual leave shall be reduced according to the number of leave days taken. A thirty (30) days leave will reduce one casual leave.
- 29.21 Paternity leave up to seven (7) days with full pay for the first and second child can be availed by a teaching and non teaching staff.
- 29.22 To be entitled for the holiday pay, an employee should have served at least 10 months. If holiday(s) commences before completion of 10 months, then he/she cannot claim holiday pay.

- 29.23 An employee with temporary/contract appointment is not entitled for salary in case unprecedented closure of the College takes place.
- 29.24 An employee should be present on the first and last working days of the semester to get the benefit of the holiday pay. However an employee is not entitled to get the benefit of holiday pay if he/she resigns from the job within 30 days after holiday. If he/she resigns before completion of 30 days after holiday, then he/she shall refund the holiday pay.
- 29.25 Staff on probation is entitled to casual leave but not medical leave.
- 29.26 Employees with temporary appointment or part time job are not entitled for any leave except casual leave in proportion to the duration of their service.
- 29.27 A staff on leave for Higher Studies is not eligible for encashment of any leave.
- 29.28 Governing Body reserves to itself the right to grant special leave with or without pay on suitable grounds.
- 29.29 No staff member can claim leave as a matter of right. When exigencies of service require, discretion to refuse or revoke leave of any description is reserved by the Head of Institution who is empowered to grant it.

### **30. OFFICE-ORDER**

In order to strengthen matters concerning: digital data security, data documentation, online data transaction, and operation & maintenance of Information & Communication Technology (ICT) in the College, all the concern staff of St. Joseph's College are to strictly adhere to the following directives:

- 30.1 Electronic communication (Emails & Fax) having been given a legal recognition for transaction of information by the IT (Amendment) Act, 2008, any official outgoing mail from the College should have prior approval of the higher authorities in file. The Official Email ID of the College <**stjosephc@gmail.com**> shall be used only for official matter relating to the College and shall not be used for any other personal/individual purpose.
- 30.2 Data first produced in the performance of this Service Rules, any claim, including but not limited to, copyright subsisting in Scientific and technical articles based on or containing and published in academic, technical or professional journals, symposia proceedings or similar works in draft or final form belong to St. Joseph's College and a staff may not use, make reference to or establish, without prior written approval from the College authority.
- 30.3 All outgoing and incoming activities of emails/fax shall be duly entered into a Log book before it is sent or after it is received.
- 30.4 Use of any kinds of external storage device like USB drive, External HDD, CD/DVD ROMS in the main desktop computers shall be limited only to authorised personnel and College staff, using it for official matter.
- 30.5 All official data in the main desktop computer shall be backed-up regularly (at least once in a month) to avoid important data loss due to computer malfunctions and/or system crash.
- 30.6 All College staff must each maintain a folder in the main desktop computer (subject matter wise) and synchronise official documents in their respective laptops to these folders. These has to be regularly updated (at least twice in a month) to ensure all official documents are accessible as and when required, and also to maintain security of the documents. All document update activity shall be monitored, and hence, concern staff must enter details into a log book when any updating is done.
- 30.7 All the staff must maintain a high degree of confidentiality in respect of all official documents and data - both electronic and print.

- 30.8 In order to secure the systems from VIRUS attack, all the computers (both desktops and laptops) must have a valid Anti-Virus/Internet security software installed in the systems. This has to be regularly upgraded every year with new license.
- 30.9 On termination of the service or end of service to the College, the staff must immediately deliver to the College all documents, papers, books, records, electronic files, materials, equipments and other properties of St. Joseph's College which are in his/her possession and must not retain any copies or extracts or part thereof.
- 30.10 A staff is liable for repairing or replacing, if any loss or damage is done to College property.

### **31. SOCIAL MEDIA/INFORMATION TECHNOLOGY/CYBER LAW**

The term social media refers to a computer-based technology that facilitates the sharing of ideas, thoughts, and information through virtual networks and communities. Social media is internet-based and gives users quick electronic communication of content, such as personal information, documents, videos, and photos. Users engage with social media via a computer, tablet, or Smartphone via web-based software or applications.

Cyber law (cyberspace) is a term used to describe the legal issues related to use of communications technology (Internet). Cyber law which is also known as Internet law is the area of law that deals with the Internet's relationship to technological and electronic elements, including computers, software, hardware and information systems (IS).

- 31.1 Cyber crime is an unlawful act and if an employee is found to be involved in it, he/she shall be liable to punishment according to the cyber laws of India (*Ref. Cyber Law of India*).
- 31.2 Some of the Cyber Crimes include fake profiles, posting of inappropriate or illegal content, misrepresentation of person, harassment, online threats, stalking, cyber bullying, hacking, fraud, fake accounts, impersonation accounts, vacation robberies, fake online friendship, offensive messages, defamatory messages, identity theft, false digital signature, false certificate, false document, forgery, web-jacking, E-mail abuse, intimidation, stealing intellectual property and copyright, obscenity etc.

### **32. RULES OF DISCIPLINE**

- 32.1 The services of a regularized employee can be terminated on the ground of misconduct, moral delinquency, contagious diseases or any other cause which makes the employee unsuitable for retention in service, provided before such termination is made a due inquiry is made by the Head of Institution or a Committee appointed for the purpose.
- 32.2 Any staff who fails to attend staff meeting shall be marked as leave without pay.
- 32.3 In case of any event leading to alleged or accused sexual harassment, abuse etc., and if the victim claims for compensation, the staff/employee shall be solely responsible for his/her action and the college shall not be responsible for the penalty or meet compensation.
- 32.4 No employee shall engage in money collection without explicit permission from the Principal.
- 32.5 Study tour/field trip etc., are to be organized only during vacation. If the schedule is cancelled due to unforeseen situation then the Principal in consultation with the Management Board may consider the case and make decision in favour or restrain.

### **33. MISCONDUCT**

- 33.1 Misconduct comprises wilful acts or omissions on the part of an employee either alone or along with others. In this case, the Management Board may impose any fitting penalty on the defaulter(s).
- 33.2 Neglect of duty which shall be considered as grave failure of responsibility.
- 33.3 Inefficiency and lack of competence in work or want of diligence in performance of duty.
- 33.4 Insubordination, noncompliance to the Management or Head of Institution; repeated violation or orders and directions issued from time to time by the authorities of the College/Institution in matters of duty.
- 33.5 Habitual late attendance.
- 33.6 Absence without leave.
- 33.7 Moral delinquency.
- 33.8 Taking up part-time jobs/teaching/tuitions without permission from the Head of the institution.
- 33.9 Substance abuse.

### **34. DEVIANT AND UNLAWFUL ACTIVITIES**

- 34.1 Deviant and unlawful activities refer to any type that may affect the discipline and reputation of the Institution and unbecoming of an employee of an educational institution.
- 34.2 Handling drugs, use of intoxication drugs, and use of alcohol and gambling in the premises of the Institution.
- 34.3 Organizing and participating in any form of protest, strike, or demonstration against the Institution, breach of any of the terms of the Service Rules in the premises or outside the Institution.
- 34.4 Instigating colleagues and students against authorities of the College/Institution.
- 34.5 Committing any act which is punishable under Indian Penal Code or punishable under customary law or State law.
- 34.6 Fabricating false or incorrect information, withholding any relevant and pertinent information at the time of appointment.
- 34.7 Use of indecent, abusive language or making false allegations against the authorities of the College/Institution, co-employees, students, parents and guardians.
- 34.8 Possession and use of firearms or other weapons in the premises of the Institution.
- 34.9 Theft or attempt at theft, fraudulent act or act of dishonesty in connection with property of the Institution, property of co-employees and students. Any other act or omission that is detrimental to the pursuit of the aims and objectives of the Institution.

### **35. PENALTIES**

The head of institution on behalf of the Management Board and Governing Body shall be the disciplinary authority in respect of all acts of misconduct, which warrant penalties.

### **36. MINOR PENALTIES**

- (a) Censure or warning in writing.
- (b) Recovery of the damage or loss incurred.
- (c) Suspension from duty without pay for a period of exceeding four days.

### **37. MAJOR PENALTIES:**

- (a) Withholding increment
- (b) Demotion
- (c) Compulsory termination of service (before superannuation)
- (d) Dismissal

### **38. PROCEDURE TO IMPOSE MINOR PENALTIES**

- 38.1 The employee concerned is notified in writing by the Principal, about the allegation against him/her and the proposal penalties.
- 38.2 The employee shall be given an opportunity to offer explanation in writing regarding the allegations brought against him/her within seven days.
- 38.3 The Management Board shall consider the case and concur or alter the penalty proposed to be imposed by the Head of Institution.
- 38.4 The employee, however, is free to appeal to the Governing Body to reconsider this penalty by giving his/her additional evidence within fifteen days of the receipt of such order imposing the penalty.
- 38.5 The decision of the Governing Body shall be final.

### **39. PROCEDURE TO IMPOSE MAJOR PENALTIES**

- 39.1 The concerned employee has been informed in writing by the Head of Institution of the action proposed to be taken against him/her.
- 39.2. The letter is accompanied by the allegation on the basis of which the action is proposed to be taken.
- 39.3 The concerned employee has made his/her representation to the Head of Institution against the action proposed to be taken within seven days from the date of the receipt of the notice.
- 39.4 The Head of institution has considered representation if any, of the concerned employee and has given him/her, his hearing if so desired.
- 39.5 The penalized employee is free to appeal to the Management Board for further inquiry.
- 39.6 The Management Board upon receiving the appeal shall conduct an inquiry in the following manner:
  - (a) The Management Board shall consider the appeal at special meeting. It may appoint a person to conduct an inquiry.
  - (b) The Management Board or the Inquiry Officer shall prepare a report of the inquiry after considering the charge sheet and the written statement of the employee. The inquiry report shall be sent to the President/Chairman of the Governing Body and a copy shall be given to the appealing party.

(C) The President/Chairman of the Management Board shall issue a show cause notice with the proposed penalty and the employee shall be called upon to reply to the show cause notice within seven days of the receipt of the show cause notice.

(d) After due processes the Management Board shall make its final decision.

(e) If for any reason the employee or Head of Institution is aggrieved by the decision of the Management Board, the concerned party shall have the right to appeal to the Governing Body which shall be the Final Appellate Tribunal which should be done within fifteen days of the receipt of the decision of the Management Board. The Governing Body in its process of decision making shall follow the procedure as mentioned above in the case of inquiry by the Management Board. In all matters the decision of the Governing Body shall be final.

(f) No legal practitioner shall be allowed to represent the employee, the Head of Institution, the Management Board or the Governing Body.

39.7 During the entire course of disciplinary procedure and appeal, the concerned employee shall remain suspended. An employee under suspension shall be entitled to receive from the College a monthly subsistence allowance as follows:

(a) During the first two months of suspension, the suspended employee is entitled to receive a subsistence allowance of 50% of the salary he/she was earning.

(b) In case of delay of redress from the part of the Management Board or the Governing Body, and the delay goes beyond two months in arriving at a decision, the subsistence allowance will be paid at the rate of 75% of his/her salary for the period beyond two months.

(c) The subsistence allowance is not payable beyond a period of two months if the delay in arriving at a decision is caused by the appealing party or if he/she institutes a court case.

(d) If the suspended employee takes up any other paid employment, he/she will not be entitled to any subsistence allowance.

(e) In case of an employee being exonerated from all charges and reinstated, his/her entire salary for the period of suspension will be paid after deducting the subsistence allowance already paid.

#### 40. GRIEVANCE SETTLEMENT

40.1 A member of the staff or a group of staff with a grievance relating to the application or interpretation of the Service Rules may seek redress of the same. The following procedure shall be followed:

40.2 **Redress through Head of Institution:** A member of the staff or group of Staff with a grievance with regard to application and interpretation of any service rule shall first tender an application in writing to the Head of Institution who shall try to arrive at a fair and just solution provided the issue in question falls within the area of his competence and jurisdiction.

40.2 The Head of the Institution shall try to dispose of the grievance within a period of one month of the receipt of the application unless he is prevented by compelling circumstances from doing so. In case of grievances beyond his competence and jurisdiction he may refer the case to the Management Board or the Governing Body within a period of 15 days of the receipt of the application by him.

40.3 In case the concerned member(s) is/are dissatisfied with the decision of the Head of Institution, he/she/they shall be entitled to appeal to the Management Board through the Secretary of the Management Board within a period of 15 days from the date of intimation of the decision by the Head of Institution.

40.4 **Redress through Management Board:** If an appeal against the decision of the Head of Institution is received by the Management Board, the Management Board shall dispose of the appeal within two months of the receipt of the appeal, unless it is prevented by circumstances beyond its



control, after considering the evidence and if necessary after giving a hearing to the appealing member or one representative of the appeal group of staff members. The Management Board may also appoint a sub-committee to resolve the matter. In the event that the grievance is beyond the competence and jurisdiction of the Management Board, the matter shall be referred to the Governing body within 15 days after the meeting of the Management Board. In the event that the appealing party is not satisfied with the decision of the Management Board the concerned party may appeal to the Governing Body within 15 days from the intimation of the decision of the Management Board.

- 40.5 **Redress through the Governing Body:** If an appeal against the decision of the Management Board is received by the Governing Body, unless prevented by circumstances beyond its control, it shall try to dispose of the appeal as expeditiously as possible after considering all the material on record and the decision given by Head of Institution and the Management Board. The Governing Body may appoint a panel of conciliators from among persons who are not in any way connected with the administration of the Institution and refer the matter to them for guidance. The Governing Body may or may not accept the advice/guidance/recommendation of the panel of conciliators in arriving at a final decision of the appeal.
- 40.6 The decision of the Governing Body shall be final.
- 40.7 In all proceedings under these rules, the appellate bodies will be guided by the existing Service Rules and conditions applicable to the Institution and to the members of the staff.

#### **41. SERVICE CERTIFICATE**

Every employee is entitled to a Service Certificate or No Objection Certificate (NOC) on leaving the service for whatever reason. Every employee is entitled to take Experience Certificate, provided he/she does not have any financial dues or record of non amendable offense against the institution.

#### **42. SEXUAL HARASSMENT**

- 42.1 The Principal shall constitute a Committee/Cell of five people of whom at least three are women to deal with sexual harassment at work place. The presiding officer of the Committee/Cell shall be a woman.
- 42.2 Only the sexual harassment Committee/Cell shall deal with Sexual harassment at the work place.
- 42.3 The Committee/Cell members shall hold the office for a term of three years and may be renewed once.
- 42.4 All matters dealing with Sexual Harassment shall be referred to this committee. If one is dissatisfied with the decision of the Committee/Cell, he/she shall follow the Grievance Settlement Procedure(s) again and settle the issue.

#### **43. MANDATE OF THE GOVERNING BODY/MANAGEMENT BOARD**

- 43.1 In the event or context of unresolved matter the decision and directive of the Management Board shall prevail, notwithstanding anything contained in the aforesaid Service Rules.
- 43.2 The guidelines and regulations contained in the Service Rules are subject to amendment by the Governing Body. The Governing Body may add any ancillary rules or delete existing ones.

- 43.3 The Management Board is required to refer and consult the Governing Body for any grave alteration of any article enshrined in the Service Rules.
- 43.4 An employee is eligible to receive a copy of the Service Rules. An employee shall sign the Service Rules when he/she receives probationary appointment. The employee shall sign the acknowledgement page of the Service Rules and submit the same to the office of the Principal to be maintained in the personal file of the employee.

## ACKNOWLEDGMENT

To,

The Principal  
St. Joseph's College (Autonomous)  
Jakhama - P.B. No. 39  
Kohima – 797001 - Nagaland.

**Subject: Acknowledgment**

Sir,

I hereby acknowledge the receipt of the Service Rules of St. Joseph's College (Autonomous), Jakhama. I have read the terms and conditions laid down in the Service Rules and accept my appointment. I do hereby declare and promise to abide by them faithfully, work with commitment and dedication, desiring to work for the benefit of the students and the good of the Institution.

Yours Sincerely,

Date: .....

(Signature of employee)

Name .....

Address .....

.....

Phone Number .....

sd/-

Most Rev. Dr. James Thoppil  
Chairman (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama – Kohima – Nagaland



Dr. Fr. George Keduolhou Angami  
Secretary (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama – Kohima – Nagaland

Yours Sincerely,

Date: .....

(Signature of employee)

Name .....

Address .....

.....

Phone Number .....



Most Rev. Dr. James Thoppil  
Chairman (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama – Kohima – Nagaland



Dr. Fr. George Kedulhou Angami  
Secretary (Governing Body)  
St. Joseph's College (Autonomous)  
Jakhama – Kohima - Nagaland

Copy to:

1. Vice Chancellor, Nagaland University for information



# ST. JOSEPH'S COLLEGE

JAKHAMA

(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11<sup>th</sup> Oct.2018)

P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)

Ref. No: SJC/MBM/6/2022

Date: 14/03/2022

## REPORT OF THE MANAGEMENT BOARD MEETING

Venue: Presbytery

Date: 14<sup>th</sup> March 2022

Time: 5:30 pm

### PARTICIPANTS:

1. Dr Fr George Keduolhou Angami, (Principal)
2. Dr Sr Ranit (Vice Principal - Academic Affairs)
3. Rev Fr Obed Yimchunger (Vice Principal - Students Affairs)
4. Rev Fr Binoy (Administrator)
5. Rev Fr Peter Solo
6. Dr Fr Pezalhoukho George (PG Coordinator)

### AGENDA OF THE MEETING

1. Invocation
2. Words of welcome by Dr Fr George Keduolhou, Principal SJC (A), Jakhama
3. Report of the last Management Board Meeting
4. Criteria of NAAC Assessment
5. Seed Money
6. College Football Ground
7. Varia
8. Concluding

## REPORT OF THE MEETING

### 1. Invocation

1.1 The meeting began with an invocation. The prayer was led by Rev Fr Peter Solo, the Dean of Science.

2. Dr Fr George Keduolhou, the Principal, welcomed all the Managing Board Members for the meeting.

### 3. Report of the last Management Board Meeting

3.1 Dr Fr Pezalhoukho George read out the report of the previous meeting.

3.2. After a few minor rectifications the report was proposed to be passed by Rev Fr Obed and seconded by Fr Binoy.

#### **4. Criteria of NAAC Assessment**

- 4.1 Dr Fr George Keduolhou, the Principal asked all the Management Board Members to be aware of what things will be required for the NAAC assessment. He also requested for the management board members to cooperate in getting things done diligently for the NAAC Assessment.
- 4.2 During the meeting the Management Board Members have decided to called for a Teaching Faculty meeting on 21<sup>st</sup> March 2022. During the meeting, Dr Fr George Keduolhou, the Principal said that he will ask some of the Teachers to share the Seven Criteria during the staff meeting.

#### **5. Seed Money**

- 5.1 The Management Board Members decided to set aside a sum of Rupees **506000/-** (Five Lakh and Six Thousand Only) as Seed Money for research, experiments, conferences, seminars and workshops in the college.

#### **6. College Football Ground**

- 6.1 DrFr Pezalhoukho George brought up the issue that the college football ground is filled with stones and it needs some renovations.
- 6.2 The house agreed to do go for some renovation of the Football Ground. Fr Binoy agreed to spare the JCB which is working in the campus to remove the stones. He also shared his concerns that even after the JCB's work there may be a lot of smaller stones left in the ground. Dr Fr George Pezalhoukho said that he will request the St. Joseph Men's Hostellers to come and extend their helping hand to pick up the pebbles and smaller stones from the ground during their manual work hours.

#### **7. Varia**

- 7.1 Dr Fr Pezalhoukho George asked the members if the all the College Hostellers can have a common meal on 19<sup>th</sup> March as it is the Patron saint's feast day of the college, St. Joseph's College (Autonomous) Jakhama. The members agreed that it will be good to come together. Dr Fr Pezalhoukho George was entrusted to discuss with the hostel in-charges to plan out for that day's programme as well as for the common celebration's expenses.

#### **8. Concluding remark**

- 8.1 Dr Fr George Keduolhou, the Principal gave the concluding remarks as well as thanked all the participants for the active participation. He also said the concluding prayer, with that the meeting came to an end for the day.



Dr Fr Pezalhoukho George  
Secretary, Management Board  
St. Joseph's College (Autonomous), Jakhama



Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland