

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally accredited (III Cycle) with "A" Grade

ISO 9001:2015 Certified

Annamalai Nagar, Tiruchirappalli – 18



ADMINISTRATION MANUAL

&

HUMAN RESOURCE POLICY

Annamalai Nagar, Tiruchirappalli - 6201018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



OVERVIEW

The Administrative Manual is a reference book for college staff performing administrative and managerial duties daily. The document includes directions for filling out forms, diagrams of reporting relationships, processes for requesting assistance, and a breakdown of responsibilities. The guidebook also provides a comprehensive reference guide to the Institution's operations and programmes.

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



INDEX

Section No.	Document Description	Page no.
1	Introduction	4
2	Staff Recruitment & Appointment	8
3	Salary - Welfare Measures, Allowances Recognition, Terminal Benefits	13
4	Guidelines for Leave	20
5	Appraisal System	23
6	Workplace Protocol	24
7	Monitoring & Evaluation and Amendments	27

LIST OF ANNEXURES

Sl. No.	Annexure Description	Page no.
1	Roles and Responsibilities	28
2	Appraisal System	30
3	Code of Conduct	38

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



SECTION 1

Introduction

- 1.1 About the Institute
- 1.2 Vision, Mission, Objectives and Core Values
 - 1.2.1 Vision Statement
 - 1.2.2 Mission Statement
 - 1.2.3 Objectives
 - 1.2.4 Core Values
- 1.3 Quality Policy
- 1.4 Human Resources Management Policy
 - 1.4.1 Objectives
- 1.5 Definitions of Terms Used in this Policy
- 1.6 Organogram

1.1 About the Institute

Cauvery College for Women (Autonomous) is the first unassisted women's college in India, founded in 1984–86 by the Reddy Educational Trust. Our institution is celebrating 36 years of empowering women by providing knowledge. The Trust is made up of 48 philanthropists who are dedicated to advancing women's higher education in the Tiruchirappalli area. This respected institution strives for educational quality, and we have welcomed many first-generation learners and students from rural areas into several fields of study. The main goal of our institution is to place a greater emphasis on developing our students' knowledge base, as well as professional competency, self-confidence, managerial talents, and entrepreneurial development.

1.2 Vision, Mission, Objectives and Core Values

1.2.1 Vision Statement

"To promote Academic Excellence, inculcate qualities of Competence, Confidence and Excellence for Employability and developing Self Reliant individuals."

1.2.2 Mission Statement

- To impart higher education to Women Students from local and rural areas
- To inculcate knowledge of a higher order and to instil in the students a scientific approach to information technology
- To make our wards aware of entrepreneurial development
- To impart skills to the level of excellence and thus present a value system in the youth entrusted to us

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



1.2.3 Objectives

- To empower students to participate in social, cultural, and economic spheres and contribute positively to the upliftment of the society
- To promote academic excellence by adopting customized learner focused methodologies
- To develop self-reliant and competent women by tapping and nurturing their potential through curricular and extracurricular activities
- To provide skilled manpower by imparting in-depth knowledge and keeping abreast with changing trends in technology
- To inculcate the spirit of nationalism, uprightness and self-confidence enabling themselves to become responsible members of the society and useful citizens of the nation

1.2.4 Core Values

- Academic Excellence
- Employability
- Self-Reliance

1.3 Quality Policy

The Quality Policy of Cauvery College for Women (Autonomous) is set out as:

The Institution is dedicated to inculcate a dynamic equilibrium for Women with:

- Academic Excellence and Qualities of Competence
- Confidence and Excellence to gratify the needs of Employability and enshrine as Self-reliant Individuals.
- Imparting Knowledge of higher order and Entrepreneurial skills embedded with Cultural and Social Values.

The Management is committed to satisfying all the applicable statutory requirements.

1.4 Human Resources Management Policy

Human resources are the heart of any organisation, serving as its lifeline and determining its outcome. Cauvery College for Women (Autonomous) is committed to establish high standards of personnel management that prioritise transparency and traceability.

1.4.1 Objectives

The goal of this Manual is to establish policies and procedures that will govern the management of personnel involved at various levels, as listed below:

- Hiring different types of employees
- Defining roles and responsibilities
- Training and positioning
- Adequate compensation and rewards
- Improving performance and effectiveness
- Maximizing productivity by improving knowledge, skills, and attitudes
- Creating comfortable working conditions

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



1.5 Definitions of Terms used in this Policy

1.	CCW	Cauvery College for Women (Autonomous)
2.	Competent Authority	The authority appointed by the Trust for the purposes of these rules – College Governing Council
3.	GB	Governing Body -Statutory Committee of CCW
4.	Calendar Year	A period commencing from 1 st day of January of the year and ending with 31 st day of December in the same year
5.	Academic Year	Refers to the duration stipulated in the Academic Calendar for activities of odd and even semesters. June to May is considered as academic year in current practice
6.	Financial Year	A period commencing from the 1 st day of April of the current year ending with the 31 st day of March of the succeeding year
7.	Basic Pay	The element of pay scale is part of all emoluments earned by an employee while on duty, on leave, or on holidays with earnings in accordance with the terms of the employment contract and which are paid or payable in cash to him/her.
8.	DA	Dearness Allowance declared by the Management periodically
9.	Employee	Any person who is employed for salary in any kind of work including teaching, support service including lab, office or otherwise, or in connection with the work of CCW and who gets his salary directly from CCW
10.	HOD	Head of the Department
11.	AM	Means the duly appointed Administrative Manager of CCW
12.	Rules	Rules stipulated in the Administrative Manual /HR Policy of CCW and include all schedules and annexures appended to this manual and any amendments made from time to time there to
13.	FDP	Faculty Development Programme

CAUVERY COLLEGE FOR WOMEN

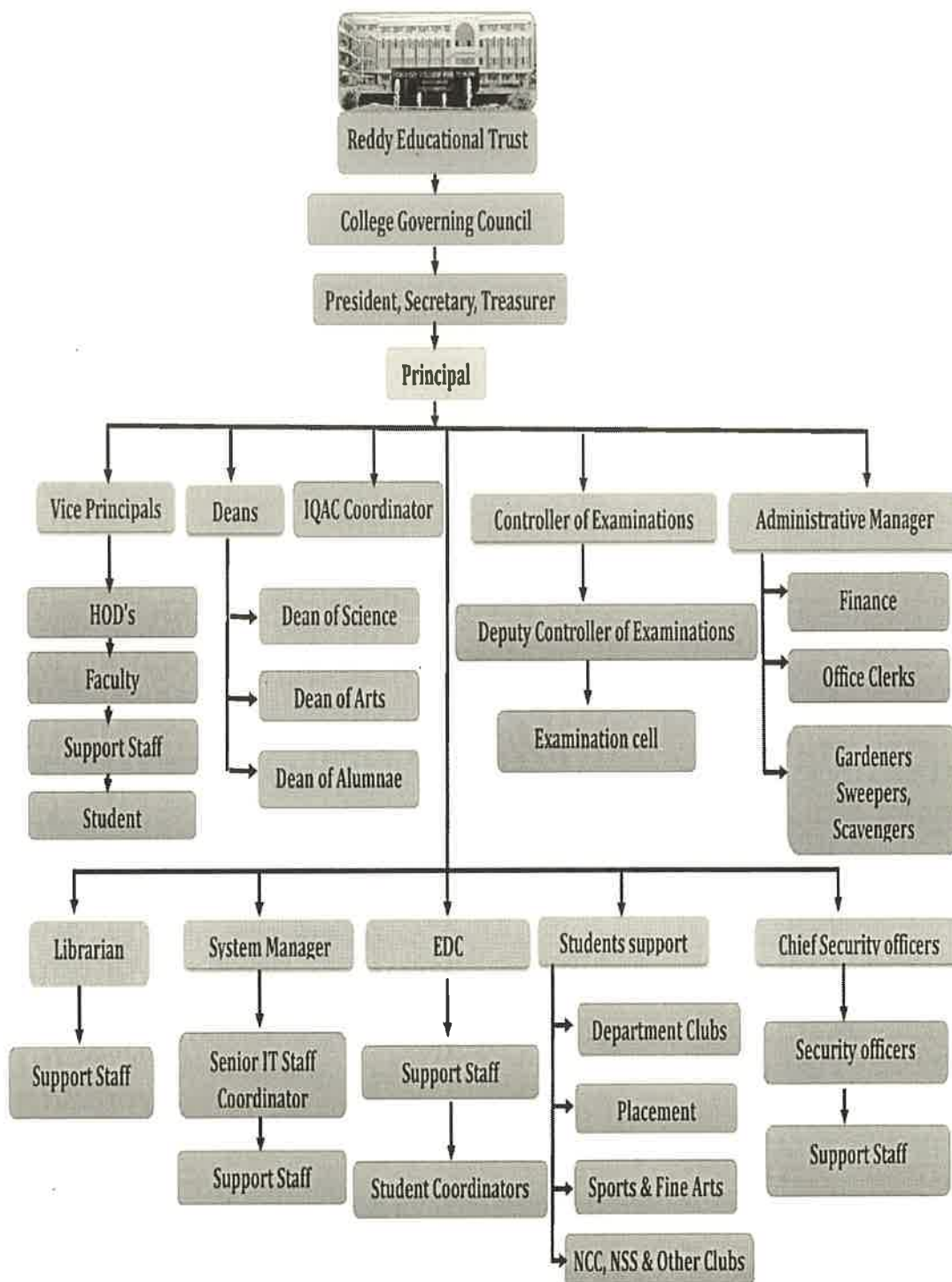
(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



1.6 Organogram

The below chart shows the present Organization Structure of Cauvery College for Women (Autonomous)
Functions of Statutory Bodies are attached in Annexure Pg.No:25



ORGANISATIONAL CHART



SECTION 2

Staff Recruitment & Appointment

- 2.1 Planning for Human Resources
- 2.2 Classification of Human Resources in CCW
- 2.3 Appointing Authority
- 2.4 Recruitment Policy & Process
 - 2.4.1 Job Analysis, Job description and Terms of Reference
- 2.5 General Criteria Governing Recruitment
 - 2.5.1 Age
 - 2.5.2 Assessment process
 - 2.5.3 Qualification for various positions
 - 2.5.4 Checking of References
 - 2.5.5 The Call Letter
 - 2.5.6 Letter of Appointment
 - 2.5.7 Joining Report
- 2.6 Probation and Confirmation
- 2.7 Personal File
- 2.8 Guidelines for Career Enhancement
- 2.9 Training and Development of Staff
 - 2.9.1 Induction to Staff
 - 2.9.2 Identity Card

2.1 Planning for Human Resources

CCW believes in professional excellence. To this extent CCW believes in employing competent persons for its Academic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to the emerging human needs with estimation of resource requirements.

2.2 Classification of Human Resource in CCW

CCW includes the following staff categories.

Regular Employee: One who has a permanent position in the organisation and has had his or her appointment confirmed in writing by the appointing authority.

Employees at CCW are classified into the following groups:

- a. **Teaching Staff:** Vice Principals, Deans, Professors, Associate Professors, Assistant Professors
- b. **Non- teaching** - Physical Director, Librarian and Drivers
- c. **Technical Support Staff:** Computer Programmer, Data Entry Operators, Lab Assistants, Lab Attendants, Electricians
- d. **Administrative Staff:** President, Secretary, Treasurer, Principal, Controller of Examinations, Deputy Controller of Examinations, Manager, Accounts Manager, Office and Accounts staff, Library staff, Hostel -Warden / Staff, House Keepers

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



- e. **Guest Faculty:** Any faculty engaged from time to time as guest faculty
- f. **Contractual Basis:** On the eve of the unavailability of qualified faculty, a contractual appointment is made wherein the faculty will be paid a consolidated salary. These faculty members are encouraged to enhance their qualifications to be promoted to regular faculty.
- g. **Any other class of Employee:** Any other category of employee may be hired as needed by the institution and is governed by the terms specified

2.3 Appointing Authority

a. Appointment of Principal:

The authority as decided by the Reddy Educational Trust from time to time.

b. Appointment of Faculty / Support Staff / Employees:

The Principal and the College Governing Council will appoint all CCW staff on a regular basis. Appointment of faculty will be processed through the interview committee. The interview committee comprises of Members of college Governing Council, Principal, Subject Expert from reputed Institution and The Head of the Department

2.4 Recruitment Policy & Process

2.4.1 Job Analysis, Job Description and Terms of Reference

Every position in the organisation must be based on a need assessment and a work analysis. The Principal and Secretary, in consultation with the Dean / HoD concerned, will determine whether a new position should be created or an existing position should be closed.

Each job and position must be examined for job content and broken down into knowledge and skill requirements. This analysis, however, will be performed on an as-needed basis by Deans and HoD's in accordance with the procedures in place. The job description and terms of reference are in accordance with regulations in effect at the time of appointment and are communicated to the appointees at the time of appointment.

2.5 General Criteria Governing Recruitment

2.5.1 Age

For the post including Professors, Associate Professors and Assistant Professors, the maximum age should not be above 57 (Fifty-Seven) years. The minimum age for recruitment is 21 years.

- CCW does not permit child labour.
- Maximum Age limit for teaching staff and non-teaching shall be up to 60 years
- CCW reserves the right to do a background verification on the staff recruited

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



2.5.2 Assessment process

Depending on the situation, the assessment process may include either a skill test or an interview. Non-teaching personnel will be selected based on an evaluation of their skills and references. Based on the requirements from various departments, the institution advertises job openings in reputable newspapers. Candidates are required to submit their Curriculum Vitae (CV), which will undergo a thorough scrutiny process. Qualified candidates will be shortlisted and receive an interview call letter. On the interview day, candidates will fill out their bio-data forms, and their performance will be evaluated based on these criteria - Subject Knowledge, Presentation Skills, Body Language and Style and Practical Teaching Abilities. Candidates will be ranked using a score sheet based on these parameters. Successful candidates will receive an appointment letter and are expected to join the institution as staff, with a formal joining letter.

2.5.3 Qualification for the various positions

a. **For Teaching Staff :** PG degree in the relevant subject with minimum of 55% of marks or its equivalent grade with either Ph.D. or SET/NET qualified.

b. **For Non-Teaching Staff :**

- Programmer: Minimum qualification is PG in Computer Science / Information Technology/ Computer Applications/ BE
- Assistant Librarian : Minimum qualification is PG with a pass in Library Science
- Office Clerk and Data Entry Operators: Minimum qualification is UG with sufficient knowledge in operation of computer for all office works.
- Peon: Minimum qualification is +2 with experience in cycling / Two-Wheeler License
- Lab Assistants :Minimum qualification is +2 with Science Major

2.5.4 Checking of References

CCW has the right to conduct reference checks with the referees provided by the candidate. The college will, as a matter of policy, contact the current employer as part of the reference check.

2.5.5 The Call Letter

The Call Letter will be sent to the selected candidate once the references and performance of the individual are found to be satisfactory.

2.5.6 Letter of Appointment

The Candidate is given an appointment Letter duly signed by the authority. The following information should be included in the appointment letter:

- 1) Job designation
- 2) Date of Joining

2.5.7 Joining Report

When joining, the candidate must present the duly completed and signed joining report to the Principal & Secretary.

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



2.6 Probation and Confirmation

- All new employees will be on probation at first for 12 months
- It is the responsibility of the concerned HoD's to conduct monthly reviews and report to the Principal & Secretary about their performance. The probationer's confirmation or termination will be decided by the Principal and Secretary
- The Principal and Secretary have the authority to waive the probation period in the case of experienced employees chartered by the organisation. The staff's expertise/experience/competence, as well as the reason for waiving probation, should be documented
- Notwithstanding the foregoing, Management reserves the right, in its sole discretion, to terminate an employee at any time during the probation period

2.7 Personal File

A personal file shall be opened for all personnel. The personnel file shall contain the following:

- Bio-data
- Copy of certificates (birth and educational qualifications)
- Appointment letter
- Joining Report
- Personal details of employees like permanent / current address/blood group
- Experience certificate from the past employer
- Letters of annual salary revisions & copies of performance appraisal
- Two coloured passport size photographs
- Memos issued, reply for the same.
- Copy of Resignation (as applicable)
- No Dues Certificate
- Any other information deemed appropriate by CCW

The HoD's will maintain the personnel files of the employees.

Employees must notify the Principal & Secretary in writing of any changes in marital status or contact address.

2.8 Guidelines for Career Enhancement

Professor

1. Only one to each department
2. Should have Ph.D..
3. Should have completed 15 years of service
4. Should be head of the department

Associate Professor

1. No restriction, can be more than one in each department
2. 12 years of service with Ph.D.,
3. 13 years of service with M.Phil.,
4. 14 years of service with PG 55% (No M.Phil., or Ph.D.,)
5. Associate Professors without Ph.D., can never be designated as Professors

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Assistant Professors

1. First to get Qualification Approval from the University by passing SET/NET or Ph.D.,
2. Those who have passed SET or NET to get Ph.D., in a stipulated time frame
3. Those who do not get qualified within 3 years of entering service may be terminated

2.9 Training and Development of Staff

2.9.1 Induction to Staff

Following the completion of the formalities, all newly hired employees will be subjected to appropriate training and to familiarise them with the organization's dynamics. The methodology would be guided interaction with the various staff sections. A training module package, including FDPs and other training sessions, will be developed and implemented for the induction process.

2.9.2 Identity Card

All CCW employees are required to have photo ID cards, which they must bring to their respective workplaces and while travelling. The Principal will issue these cards to newly employed staff within 15 days of their reporting at the organisation. Employees are required to return their Identity Card to the organisation at the time of relieving from their service, which should be destroyed immediately by the Principal.



SECTION 3

Salary / Welfare Measures / Allowances Recognition / Terminal Benefits

- 3.1 Salary
- 3.2 Revision of Staff Salary and Allowances
- 3.3 Increment
- 3.4 Incentives
- 3.5 Salary for New Appointments From 01.07.2022
- 3.6 Staff Welfare Activities

3.1 Salary

Basic Pay and Allowances :

- CCW shall pay its employees' wages and allowances in accordance with the agreement/appointment order
- The total month's salary will be deposited into the employees' bank account on the first working day of the following month
- Monthly salary payment shall be made after the deductions in accordance with statutory provisions

Wage Fixation:

- Faculty: The management shall respect the practise of grades and varying scales for regular service staff
- Non-teaching: Pay and grade scale are determined by their qualifications and experiences

3.2 Revision of Staff Salary and Allowances

Revision of staff salary from 01.07.2022

- 1) Our college Pay Revision is made once in three years. The Last revision was done on 01.07.2019. In commemoration of the Conferment of Autonomous Status to our college in its 35th year of establishment, the pay allowances and incentives were revised from 01.07.2019. At that time it was decided that the next revision of pay, allowances will be done only on or after 01.07.2022
- 2) As such the pay, allowances and incentives of the staff are revised with effect from 01.07.2022
- 3) The methodology for the revision of pay and allowances of all staff members is as follows: -
 - a) The usual annual increment (on Basic Pay + Grade Pay as on 30.06.2022) is to be paid by rounding it to the next hundred rupees instead of the present next to ten rupees.

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



- b) The increase in Grade Pay if any due to any staff on 01.07.2022 according to total services as per the existing table is to be given.
- c) The Basic Pay as on 30.06.2022 plus 3% increment as calculated above and Grade Pay of the staff as on 01.07.2022 will all be merged and the total so arrived is to be the Basic Pay from 01.07.2022.
- d) Here after there will be no Grade Pay. There will be only Basic Pay from 01.07.2022. This is applicable to all staff members without any exception. Not applicable in the case of retired and re-employed staff.
- e) To the Basic Pay so arrived at 3(c) an increase is to be given as shown below against each category of staff from 01.07.2022.
- f) In respect of non qualified teaching staff there is no increase in the basic pay, grade pay or in any other allowances which they are getting now. They are not eligible for any increase which is given to the qualified teaching staff. However, on compassionate ground the annual increment of 3% due on 01.07.2022 is alone given to them. The pay and allowances of these unqualified staff will be restored at the discretion of the Management without any arrears from the month in which they get qualified.
- g) Guest Lecturers - the consolidated pay of Rs.9,000/- (Rupees Nine thousand only) given now is increased to Rs. 10,000/- per month with effect from 01.07.2022.

Sl.No.	Category of Staff	Rs.
1	Qualified Teaching Staff	1000
2	Non- Qualified Teaching Staff	Nil
3	Guest Lectures and Part-Time Lecturers	1000
4	Non-Teaching Staff (Programmers, Assistant Librarian, and Technical Assistant)	2000
	Officer Manager, Clerks, Library Assistants and Data Entry Operators	2000
5	Other Non-Teaching Staff (Lab Assistants,	1000
	Library Attender, Peon, Cultural Co- Ordinator,	1000
	Electrician, Electrician (Public Address System))	1000
6	Drivers and Conductors	1000
7	Contingent Staff (Full Time Sweeper, Scavenger,	1000
	Part Time Sweeper, Scavenger	1000
	Road Cleaner, Gardener)	1000

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



3.3 Increment

The rate of annual increment is 3% (rounded to be the nearest 100 rupees) calculated on the Basic Pay alone.

3.4 Incentives

- a) The existing incentives given for Teaching Staff for Ph.D., M.Phil. (Approved) and SET/NET passed and their qualification approved by the University is to be revised as follows with effect from 01.07.2022

1. For Ph.D.,	- Rs.8,000/-
2. For M.Phil, (approved)	-Rs.3,100/-
3. For SET/NET	-Rs.2,500/-

- b) Due to the revised qualification prescribed now for Non-Teaching Staff with effect from 01.07.2022 the present incentive for additional qualification is abolished. The incentive given to the existing staff is now merged with their basic pay.

Other Allowances

- a) The existing rate of Health and Transport allowances is to be continued as it is without any change
- b) The monthly special allowances of Rs.3,000/- Rs 2,000/- and Rs.1,000/- now attached to the post of Vice-Principal, Dean and HOD's respectively is to continue at the same rates. Similarly, the special allowance of Rs.4,000/- for Controller of Examinations and Rs.2,000/- for Deputy Controller of Examinations is to continue
- c) The monthly special allowance of Rs.2,500/- paid to NCC Officer is also to continue.
- d) The Office Manager is to be paid a supervisory allowance of Rs.2,000/- per month from 01.07.2022
- e) The PA to Principal is to be paid a special allowance of Rs.1,000/- per month towards secretarial work relating to the College Governing Council and the Trust

3.5 Salary for New Appointments from 01.07.2022

Consequent on the revision of pay and allowances for the existing staff pay and allowances of New Entrants are also revised as follows with effect from 01.07.2022.

PRINCIPAL

The pay and allowances for New Appointment to the Post of Principal is fixed as follows subject to the Qualifications as per the UGC and University Norms:

Basic Pay	Rs. 55,000/- Per Month
Ph.D., Incentive	Rs. 8,000/- “
Special Allowance	Rs. 5,000/- “
Conveyance Allowance	Rs. 7,000/- “
Total	Rs.75,000/- “

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Other Categories

Sl. No	Category of Post	BP	Incentive	HA	TA	Special Allow.	Total	Remarks
1	Teaching Staff							
a)	With Ph.D Qualification	16,000/-	8,000/-	500/-	500/-	-	25,000/-	
b)	With SET/NET Qualification	16,000/-	2,500/-	500/-	500/-	-	19,500/-	
2	Non-Teaching Staff							
a)	Programmer, Asst.Librarian & Technical Assitant	8,500/-	-	500/-	500/-	-	9,500/-	
b)	Office Clerk, Library Assistant & Data Entry Operators	8,000/-	-	500/-	500/-	-	9,000/-	
c)	Lab Assistant, Library Attender & Office Peon	6,000/-	-	500/-	500/-	-	7,000/-	
3	Transport Staff							
a)	Drivers	6,500/-	-			-	6,500/-	
b)	Conductor	4,000/-	-			-	4,000/-	
4	Contingent Staff							
a)	Full Time Sweeper & Scavenger	5,500/-	-	500/-		-	6,000/-	
b)	Part Time Sweeper	3,300/-	-	500/-		-	3,800/-	
c)	Part Time Scavenger	3,300/-	-			-	3,300/-	
d)	Road Cleaner	3,100/-	-			-	3,100/-	
e)	Gardener	5,500/-	-	500/-		-	6,000/-	

For any other posts the pay and allowances is to be fixed by the management as and when necessary.

Note: For teaching staff: According to the merit and previous experience of a teacher newly recruited maximum of five advance increments calculated on the basic pay at entry level may be given as per recommendations of the selection committee.

Annamalai Nagar, Tiruchirappalli - 620018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in



3.6 Staff Welfare Activities

All CCW employees, regardless of cadre, are entitled to the following benefits:

- Provident Fund (PF)
- Employee State Insurance (ESI)
- Diwali Bonus
- Gratuity
- Medical claim (Accidents)
- Reward for employees on completion of 25 years' service in CCW
- School & College Fee concession to children of CCW staff / employees
- Gift to newly wedded staff members

➤ **Provident Fund (PF)**

The Management contribution to contributory Provident Fund will be paid to all staff (Teaching, Non-teaching, and Contingent other category) as per the percentage fixed by the Government from time to time after the completion of probationary period of two years.

➤ **Employee State Insurance (ESI)**

The Management contribution to ESI will be paid to all staff (Teaching, Non-teaching and Contingent other category) as per the percentage fixed by the Government from time to time after the completion of probationary period of two years.

➤ **Diwali Bonus**

For all regular staff one-month Gross Salary now paid as Diwali bonus is to continue. But in respect of staff who have not completed one year of service it is to be paid proportionately according to the period of service from the date of joining to the month of Diwali (Gross Pay divided by 12 X number of months of service rounded to nearest 100 rupees). It is payable only for those staff who have been in service and paid salary as per the Pay Bill based on which Diwali Bonus is calculated every year.

➤ **Gratuity**

The Gratuity payable is 50% of the basic pay (including Qualification Incentive) multiplied by years of service. This will be continued. The eligibility for payment of Gratuity is a minimum service of 5 years should have been completed.

➤ **Medical claim (Accidents)**

Management has demonstrated exceptional care for employee well-being by securing mediclaim coverage through TATA AIG, paying Rs.8,10,649/- for 260 employees. The Rs.7,05,963/- claimed by 10 staff members highlights the effectiveness of this coverage, providing crucial support during their medical needs. This commitment not only enhances employee security but also fosters a positive workplace culture

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



➤ **Reward for employees on completion of 25 years' service in CCW**

The management recognizes the staff members who have completed 25 years of service by honouring with a reward of Rs. 25,000 to teaching staff and Rs. 15,000 to administrative staff

➤ **School & College Fee concession to children of CCW staff / employees**

Faculty wards receive a fee waiver, which includes a 50% concession on college fees and a 25% concession on school fees at the institution and its affiliated entities, operated by the parent trust

➤ **Gift to newly wedded staff members**

The management gifts Rs. 2,000 to newly wedded staff members.



SECTION 4

Guidelines for Leave

- 4.1 Medical Leave
- 4.2 Maternity Leave
- 4.3 Other kinds of Leave
- 4.4 Vacation Salary
- 4.5 Interpretation
- 4.6 Restoration

Leave Rules: CCW offers various types of leave to accommodate its employees' various needs. Leave should be taken with sufficient notice so that the organization's work is not jeopardised. It is not permissible to assert a right to leave. The leave sanctioning authorities must use their discretion in sanctioning the leave so that the impact on the normal operation of the college is minimal. Staff can take the following types of leaves.

4.1 Medical Leave

1. The Teaching and Non-teaching staff are allowed 12 days of Medical Leave in an academic year. This can be accrued up to a maximum of 180.
2. For Medical Leave Full Salary is payable for the first 30 days and half salary for the next 30 days. For a period exceeding 60 days there will be no pay and allowances.
3. The total number of days of Medical Leave that can be availed continuously should not exceed 60 days. If it exceeds 60 days no salary is payable for the number of days in excess of 60 days.

4.2 Maternity Leave

For Teaching and Non-teaching staff, the maternity leave is applicable for 90 days with Full salary.

Other kinds of leave

- | | |
|-----|-------------------------------------|
| CL | - 12 Days (for all categories) |
| OD | - 15 Days (for Teaching Staff only) |
| LLP | - Leave on Loss of Pay |

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



4.4 Vacation Salary

1. Vacation salary is paid for the period of vacation from the last closing day of the academic year and to the opening day in the next academic year.
2. Vacation salary is not payable for the first academic year of appointment. It is payable from the second academic year of appointment.

4.5 Interpretation

Any Question as to the interpretation of any of the above rules shall be decided by the management and its decision shall be final and binding in the matter.

4.6 Restoration

Restoration of the pay and grade pay of the staff who left college service and re-joined college service after some years of break in service and drawing salary as a new appointment on the date of re-joining the college service.

Introduction

At present for teaching staff who left service from our college after certain years of service and again re-joining service after a break of some years, their pay, is fixed as for a new appointment. Their last pay drawn at the time of leaving the service is not taken in to account while rejoining of service after break. This has put them on considerable monetary loss.

Hence, they have requested now to take into account, their first spell of service rendered in our college along with their second spell of service from the date of re-joining our college to decide their basic pay and grade pay instead of treating them as a new appointment.

After careful examination of their request, it is decided to consider it subject to the fulfilment of the following conditions.

Conditions:

1. Before leaving the service in our college they should have put in a minimum of two years of service of probationary period and became regular employee of the college.
2. At the time of leaving the college the staff should have been a qualified staff as per the UGC and University norms.
3. To take in account their first spell of service (i.e., initial joining and leaving) along with second spell of their service (i.e., from the date of rejoining after the break in service) they should have rendered a service equal to that of break in service period after rejoining the college in the second spell.
4. Subject to the fulfilment of the above conditions their first spell of service and the second spell of service is to be added to arrive at the total period of service rendered. Based on that total years of service their basic pay and grade pay is to be revised equal to that of the staff with same years of service continuously working in our college
5. This shall be allowed only once in their service and not for any subsequent breaks and rejoining again and again.
6. For the eligible staff, it is to be revised only from 1st of July of academic year.
7. No arrears will be paid in such cases.

Annamalai Nagar, Tiruchirappalli - 620 108, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Decision:

As of now there are six such teaching staff as on 30/06/2022 as detailed in the statement enclosed.

- The staff in sl.no.6 is not the eligible for consideration as she is not fulfilling conditions in 1& 2
- The staff in sl. No.5 is not eligible for consideration as she is not fulfilling condition No. 2
- The staff in sl.nos. 1, 2, 3 & 4 fulfils all the conditions and are eligible for revision of basic pay + grade pay subject to the conditions in sl. No. 6 & 7

Cauvery College for Women (Autonomous), Tiruchirappalli - 620 018

Details of staff who left college and rejoined service as on 30.06.2022

Sl. No.	Empl. No.	Name of Staff	Date of Initial joining of service in the college	Date on which left	First spell of service rendered prior to break (5-4)			Date of rejoining the college	Break in service (7-5)			Second spell of service as on 30.06.2022 after rejoining (1-7)			Total of first & second spell of service as on 30.06.2022 (6+9)			Rounded Total years of Service as on 30.06.2022	Basic Pay + Grade Pay Now Drawn by the Individual as on 30.06.2022 Rs.	Basic Pay and grade pay drawn by the staff of equal service continuously as on 30.06.2022	Difference (13-12)	Qualification Approved (prior to the date on which left in col. 5)
					Y	M	D		Y	M	D	Y	M	D	Y	M	D					
(1)	(2)	(3)	(4)	(5)	(6)			(7)	(8)			(9)			(10)			(11)	(12)	(13)	(14)	(15)
1	28	Dr M Parveen	22.07.1996	06.07.2000	3	11	15	20.06.2001	0	11	13	21	0	10	24	11	25	25	31720	37010	5290	Dec. 1998
2	266	Ms.V Ramya	02.11.1998	22.01.2009	10	2	20	15.06.2015	6	4	23	7	0	15	17	3	5	17	18090	26170	8080	-Feb. 2002
3	180	Dr H Sivapriya	27.06.2001	13.04.2007	5	9	16	12.06.2013	6	1	29	9	0	18	14	10	4	15	19010	23260	4250	Feb-07
4	357	G.Sujatha	14.06.2007	01.04.2015	7	9	17	01.12.2017	2	8	0	4	6	29	12	4	16	12	16800	20530	3730	-Jan. 2015
5	92	Dr.R.Meenaakshi	01.07.2002	12.04.2005	2	9	11	15.06.2009	4	2	3	13	0	15	Not Eligible					Not Qualified on 12.04.2005		
6	290	Ms.A.Esther Rani	18.06.2012	21.04.2013	0	10	3	04.08.2015	2	3	13	6	10	26	Not Eligible					Not Qualified on 21.04.2013		

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



SECTION 5

Appraisal System

The institution has a Appraisal System to assess the quality of the faculty, which offers valuable insights about faculty that enables them to enhance their teaching, learning, and research. This system offers valuable insights about faculty which enables the management in providing excellent teaching, learning, and research environment. The appraisal process analyses employees' yearly performance in three categories - Category-I focuses on Teaching, Learning, and Evaluation Related Activities. Category-II assess the Professional Development, Co-curricular and Extension Activities of the faculty. Category III values the quality of the Research and Related Contributions attained by the faculty. The Performance of the faculty are appraised by the Head of the Department, reviewed by the Principal and there after a comprehensive report is presented in the Governing Body Meet. Appraisal scores in each category are rated using 4-point scale, score 4 - Very Good, 3 – Good, 2 – Satisfactory and 1 – Need to improve. The evaluated forms are reviewed by the Head of the Department and the Principal.

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



SECTION 6

Workplace Protocol

- 6.1 Office Hours
- 6.2 Movement Register
- 6.3 Duties and Responsibilities of the Principal, Vice Principal / Deans / Heads / Faculties
- 6.4 Conflict of Interest
- 6.5 Disciplinary Action
- 6.6 Grievance Redressal Procedure
- 6.7 Penal Actions
- 6.8 Retirement
- 6.9 Notice Period for Resignation
- 6.10 Documents to be submitted on Separation from CCW

6.1 Office Hours

- a. Normal office hours are from 09.00 A.M. IST to 05.00 P.M. IST, with a one-hour and 15 mins lunch break between 12.00 P.M. IST and 01.15 P.M. IST.
- b. The class times are from 09.00 A.M. IST to 03.05 P.M. IST, but if necessary, the Department Heads may extend the time until 5.00 PM with proper approvals.
- c. Management has the authority to change the pattern of working days and hours.
- d. Any changes to the Class and Office hours must be communicated to the appropriate staff.
- e. All employees must report to work at the assigned time and location. Latecomers on a regular basis will face disciplinary action.
- f. All Teaching Staff must sign in their Attendance Register in the morning before 9.00 A.M. IST and in the afternoon after 3.05 P.M. IST. All other employees will work from 9.00 a.m. to 5.00 p.m., and the same procedure will be followed.

6.2 Movement Register

The Principal/Administration must keep a movement register, and all staff must record movement during office hours for official purposes.

6.3 Duties and Responsibilities of the Principal, Vice Principal / Deans / Heads / Faculties (Annexure Pg:25)

The duties and responsibilities of faculty members are defined by the UGC / Bharathidasan University. However, any additional work assigned by the Principal in the interest of college/student development, or in the event of an emergency, must be completed by staff members as directed by the Principal and Secretary.

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



The following are to be avoided in the best interest of the organisation:

- Soliciting subcontractors and vendors for donations or advertisements to a charity in which an employee is personally involved can raise ethical concerns and potential conflicts of interest, particularly in a professional or business setting
- Using CCW facilities for personal purposes or for the business of a spouse or relative
- Treating personal expenses / trips as official expenses
- Making a promotion decision about a spouse or relative
- Authorization of self in case of leave, travel advance, etc
- Purchasing equipment from suppliers at steep discounts for personal use in the name of CCW
- Using CCW purchasing power to acquire goods or services for the benefit of the employee or their family members
- No employee may solicit or accept, directly or indirectly, any substantial economic value gift, gratuity, or favour from which either party may infer any obligation
- No employee shall authorise the use by CCW of any product or service furnished by a firm in which the employee or an immediate family member has a financial interest

6.4 Conflict of Interest

A conflict of interest can be defined as a situation in which a decision-making authority is perceived to have a personal stake in the decision's outcome. This policy addresses various situations that a CCW employee may encounter in the areas of financial control, personal integrity, conflicts, and so on, as well as the role that they should play in such situations. This policy establishes a common code of conduct for all CCW employees to follow. CCW employees' activities must be legal and free of conflicts with their responsibilities. They are not to misuse CCW resources or influence, nor are they to discredit the organization's good name and reputation.

CCW policy states that no employee shall take any action or make any statement with the intent of influencing the action of another, including donors and beneficiaries, to benefit the employee's or the employee's family members' private interests rather than the CCW's.

6.5 Disciplinary Action

CCW reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

6.6 Grievance Redressal Procedure

A Grievance Redressal Committee is formed to address employee grievances. The Grievance Redressal Committee will be made up of at least three staff members. The Committee will be a permanent arrangement for in-house investigation of employee grievances. The Committee's Chairperson will be the Principal or any other person appointed by the Principal.

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



The policy declared by CCW governs the definition of grievance, mode of expression of grievance, and redressal mechanism.

6.7 Penal Actions

The following steps are to be followed regarding all disciplinary actions:

- Verbal Warning and Written Warning (Memo)

6.8 Retirement

This college will adhere to the Tamil Nadu government's superannuation rules. It is currently 60 (sixty) years. An employee of CCW may retire at the age of 60 (sixty), which is the age of superannuation. After retirement, an employee may be re-hired by Management on an annual basis with a proper Memorandum of Understanding (MoU)/ Re- appointment order.

6.9 Notice Period for Resignation

In the event of Resignation, the notice period specified in the Appointment order is followed. For probationary employees, two months' notice is required from either party if the employee wishes to resign or if Management wishes to terminate the employee's service. The notice period may be waived by paying Two months' salary in lieu of failure to provide sufficient notice on the part of Management, or by surrendering Two months' salary by the staff in lieu of notice period. For all employees who have been confirmed in service, a two-month notice from either side is required for any premature separation.

6.10 Documents to be submitted on Separation from CCW

In the event of separation from CCW, the following documents must be submitted by the staff:

- In case of resignation, letter of resignation
- ID Card issued by CCW
- Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as of date Other Properties of CCW in the individual's possession

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



SECTION 7

7.1 Monitoring & Evaluation

7.2 Amendments

7.1 Monitoring & Evaluation

CCW must reflect on and review its HR practises regularly to ensure that systems remain robust, flexible, consistent, and relevant to the organization's needs in terms of mission, values, principles, and culture.

7.2 Amendments

The College Governing Council may amend, alter, or repeal these rules and regulations at any time, and such amendments shall supersede previous versions. Any changes will be communicated to all employees via a notice issued by the Principal and Secretary.

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



ANNEXURE

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



ANNEXURE

1. Roles and Responsibilities

College Governing Council:

- Mobilization of Resources
- Provision of adequate infrastructural facilities for Teaching and Learning
- Participation in both Statutory and Non-statutory committees.
- Framing policies for Admission, Faculty Recruitment, Research.
- Student Support
- Fixation and revision of Salary

Principal:

- Student enrolment
- Establishing good academic ambience
- Introduction of need based Courses
- Appointment of Quality Teachers and their Professional development
- Perspective Academic Plans
- Providing Adequate Infrastructural facilities
- Budget preparation and implementation
- Liaison between Institution and University, Government & Non-Government Institutions
- Discipline of Students and Staff
- Academic and Administrative communication to Management
- Academic deliberations to Deans / Vice Principals and Controller of Examinations
- Communications to University and other statutory bodies (UGC, NAAC, NIRF, AISHE, MHRD)

Vice-Principal:

- Supporting and Execution of orders from the Principal
- Planning and conducting various programmes, and functions with faculty support
- Monitoring the conduct of regular classes

Deans:

- Monitoring Academic plans
- Conduct of Internal Audit
- Monitoring and verifying Continuous Internal Assessment
- Approaching various funding agencies for mobilization of research grants
- Motivating faculty members for quality publications

Annamalai Nagar, Tiruchirappalli - 620018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Controller of Examinations:

- Planning Examination Schedule
- Preparation for End semester examinations
- Conduct of examinations
- Valuation
- Publication of results
- Mark sheet distribution

Heads of the Department:

- Academic communication from Principal to faculty.
- Framing Academic Structure and Syllabi
- Assigning workload/work distribution
- Periodic monitoring
- Staff accountabilities
- Department review meet (DRM)
- Parent Interaction

Faculty:

- Student Discipline
- Student Attendance and Record
- Lesson plan
- Syllabus completion
- Test evaluation
- Student mentoring
- Academic Communication to Student

Annamalai Nagar, Tiruchirappalli - 620018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



2. Appraisal System



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
TIRUCHIRAPPALLI - 620 018

INTERNAL QUALITY ASSURANCE CELL

PERFORMANCE - APPRAISAL OF TEACHING STAFF
(For the period: -)

GENERAL INFORMATION:

1	Name (in block letters)	Dr / Ms.
2	Age and Date of Birth	
3	Academic Qualifications	
4	Designation	
5	Department	
6	Area of Specialization	
7	Date of Appointment (in CCW)	
8	Experience (Yrs : Months) a. Teaching i. CCW ii. Other Colleges b. Industry	a. Teaching: i. ii. b. Industry:
9	Residential Address	
10	Mobile Number	
11	Email ID	

Total Leave taken

Casual leave	days	Medical leave	days
On Duty leave	days	Loss of pay leave	days
Maternity leave	days	Others (specify)	days

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S. No.	Nature of Activity	Maximum Score	
		API Score Allotted	Per formance Appraisal Score
1	Lectures taken as percentage of lectures allocated (100% compliance = 30 points) Total number of lectures allocated: Number of lectures taken:	Arts(without Practical):30 Others :20	
2	Practical classes conducted as percentage of those actual allocated (100% compliance = 10 points) No. of practical classes allocated: No. of practical classes taken:	10	
3	Value Added/ Certificate Courses handled (5/course)	10	
4	Number of e-contents developed using Moodle / any other Learning Management System (LMS) (Minimum 5 minutes, 5 points each):	10	
5	Using ICT tools , power point presentation & smart boards	5	
6	Frequency of visit to library, Use of Library / Books / Reference Material for teaching. (1/ 5 visits)	5	
7	Examination duties (Question paper setting, Question Paper Scrutiny, invigilation, evaluation of answer scripts, Practical examiner, flying squad) (Both internal & External) (5/Activity)	20	
8	NPTEL Marks/Course Topper with Gold/Silver : 8 Gold : 7 Silver : 6 Elite : 5 Successfully Completed : 4 Additional Certificate : 5 Top Performer Mentor Certificate : 5 Mentor Certificate : 4 Translator : 5 Other than NPTEL :3 /course (Not less than 4weeks) :2/course (less than 4 weeks)	10	
TOTAL SCORE (CATEGORY-I)		---	

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



CATEGORY-II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

S. No.	Nature of Activity	Maximum Score	
		API Score Allotted	Per formance Appraisal Score
1	Participation in academic and administrative committees / responsibilities. a) Principal / Member of Syndicate / Governing Body (10 points each) b) Vice Principal / Dean / Director / Bursar / Member of Senate / HOD / COE/Member in Statutory Committees (5 points each) c) Member of Board of Studies / Member of other college-level committees / Deputy warden (3 points each)	15	
2	Membership in profession related associations a) International level (5 points): b) National level (3 points each): c) State level (2 points each):	10	
3	Member of editorial committees or reviewer of journals (UGC-CARE List only) /conferences (outside the college). No. of activities (2 points each):	10	
4.a	No. of funded conferences / seminars / workshops / FDPs / training programmes organized. As convener / organizing secretary in a) International level event (10 points each): b) National level event (7 points each): c) Others (3 points each):	10	
4.b	No. of conferences / seminars / workshops / FDPs / training programmes organized. As convener / organizing secretary in a) International level event (6points each): b) National level event (4 points each): c) Others (2 points each):	10	
5	Faculty development programmes / Orientation (Induction) programmes/ Refresher programmes / Training programs on institutional governance attended. (Not less than 5 days duration) : 5 / Event	10	
6	Resource person in symposiums, special lectures, on line coaching, department association, adjunct faculty etc. (outside the college) No. of activities (3 Points each):	15	
7	Involvement in curriculum framing (3 points/course designer)	6	
8	Involvement in institutional co-curricular activities for students (field works, educational tours, industrial visits, club-in charges, IIC Ambassador, etc.) No. of activities (3 points each):	10	
9	Involvement in extra-curricular activities such as Sports, Cultural and other Part-V Extension activities such as NSS, NCC etc. No. of activities (5 points each):	10	

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



10	Programmes in the TV / Radio Channels. No. of activities, Youtube channel (10 points each):	10	
11	Writing/ Editing articles in Print Media such as Newspapers, magazines, etc. (5 points each)	10	
12	Academic Awards / Awards for Extension activities		
	(a) International level: 20 /Award	20	
	(b) National level: 10 /Award	10	
	(c) Others: 5 /Award	5	
	TOTAL SCORE (CATEGORY-II)	---	

CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS

S.No.	Nature of Contribution	Maximum Score	
		API Score Allotted	Per formance Appraisal Score
(A)	RESEARCH PUBLICATIONS (Notified in the UGC-CARE List only)		
1	Number of Publications in Refereed Journals* indexed by Web of Science / Scopus: 20/ Publication		
2	Number of Publications in other Refereed Journals*: 10/ Publication		
3	Number of Publications in Conference Proceedings with ISBN 5/Publication		
4	Total number of Citations in Scopus / Web of Science 1/ 10 Citations		
5	h – Index (Scopus) + h – index (Web of Science) 5/1 h-index		
(B)	BOOK PUBLICATIONS		
1	International Publishers with ISBN: a) Number of text or reference books published: b) Number of chapters in edited books: 20/ Sole author, 10/ co-author, 5 / chapter in edited book		
2	National Publishers with ISBN: a) Number of text or reference books published: b) Number of chapters in edited books: 15 / Sole author, 10/ co-author, 5 / chapter in edited book		
3	Local Publishers with ISBN: a) Number of text or reference books published: b) Number of chapters in edited books: 10/ Sole author, 5 / co-author, chapter in edited book		
4	Editor of a book (National / International publishers) 10 / Sole editor		
5	Translation Works in Indian / Foreign Languages 10/ book, 5/ chapter or research paper		
(C)	RESEARCH PROJECTS		
1	Number of Major Projects with grants a) 10 lakhs and above: (20 / Project) b) Below 10 lakhs: (10 / Project)		
2	Number of Minor Projects with grants a) 10 lakhs and above: (10 / Project) b) Below 10 lakhs: (5 / Project)		
3	Seed Money obtained from the college for research (3/Project)		

4

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



4	Proposal submitted to external funding agency(1/project)		
(D)	CONSULTANCY		
	Amount mobilized: Rs. 50,000/- and above (10 points) Less than Rs. 50,000/- (5 points)		
(E)	PATENTS		
	Number of Patents (Filed-10 points / Published-20 points/ Granted-30 points)		

*The API for joint publications will have to be calculated in the following manner: For the publication made by two authors – the total points would be equally shared by both the authors (50-50).

For publication made by more than two authors – the first Principal author and the corresponding author/supervisor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

(F) RESEARCH GUIDANCE / EVALUATION					
S.No.	Degree	Number of Candidates		Maximum Score	
		Awarded	Submitted	API Score	Performance-Appraisal Score
1	Ph.D.			Awarded: 15 /Candidate Submitted:10 /Candidate	
2	Doctoral Committee Member			5 / Candidate	
3	External Examiner for Ph.D. Viva Voce Examination			5 / Candidate	
4	M.Phil/PhD thesis evaluation			2/ Candidate	
(G) PARTICIPATION IN WORKSHOPS / CONFERENCES / SEMINARS					
S.No.	Event	Number of Events	Maximum Score		
			API Score	Performance-Appraisal Score	
1	Paper Presentation in Conferences / Seminars (outside the college), Resource Person in Conferences / Seminars / Workshops (outside the college)	(a) International level:	10 / Each Event		
		(b) National level :	7 / Each Event		
		(c) Others :	5 / Each Event		
2	Paper Presentation in Conferences / Seminars (inside the college)	(a) International level:	5 / Each Event		
		(b) National level :	3 / Each Event		
		(c) Others :	2 / Each Event		
(H) RESEARCH AWARDS / FELLOWSHIPS					
	Number of Awards / Fellowships		API Score	Performance-Appraisal Score	
	(a) International level:		20 /Award		
	(b) National level:		10 /Award		
	(c) Others:		5 /Award		
	TOTAL SCORE (CATEGORY-III)		—		

OVERALL PERFORMANCE-APPRAISAL SCORE

Performance-Appraisal Score for Categories-I	
Performance-Appraisal Score for Categories-II	
Performance-Appraisal Score for Categories-III	
Total Performance-Appraisal Score	

SIGNATURE OF THE HOD

SIGNATURE OF THE FACULTY

SIGNATURE OF THE PRINCIPAL

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
TIRUCHIRAPPALLI - 620 018

INTERNAL QUALITY ASSURANCE CELL

SELF - APPRAISAL OF TEACHING STAFF

(For the period: -)

GENERAL INFORMATION:

1	Name (in block letters)	Dr / Ms.
2	Age and Date of Birth	
3	Academic Qualifications	
4	Designation	
5	Department	
6	Area of Specialization	
7	Date of Appointment (in CCW)	
8	Experience (Yrs : Months) a. Teaching i. CCW ii. Other Colleges b. Industry	a. Teaching: i. ii. b. Industry:
9	Residential Address	
10	Mobile Number	
11	Email ID	

Total Leave taken

Casual leave	days	Medical leave	days
On Duty leave	days	Loss of pay leave	days
Maternity leave	days	Others (specify)	days

Self - Appraisal Score

V. Good -4	Good - 3	Satisfactory- 2	Need to Improve -1
------------	----------	-----------------	--------------------

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S. No.	Nature of Activity	Self-Appraisal Score
1.	Lectures/ Practical Classes taken as percentage of allocation	
2.	Value Added/ Certificate Courses handled	
3.	Number of e-contents developed using Moodle / any other Learning Management System (LMS)	
4.	Using ICT tools, power point presentation & smart boards	
5.	Frequency of visit to library. Use of Library / Books / Reference Material for teaching	
6.	Examination duties (Question paper setting, Question Paper Scrutiny, invigilation, evaluation of answer scripts, Practical examiner, flying squad, CIA)	
7.	Courses taken in NPTEL and other MOOCS platform	
8.	Mentor/ Translator/ Invigilator in NPTEL	
	TOTAL SCORE (CATEGORY-I)	/ 32

CATEGORY-II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

S.No	Nature of Activity	Self-Appraisal Score
1	Participation in academic and administrative committees / responsibilities. a) Principal / Member of Syndicate / Governing Council b) Vice Principal / Dean / Director /Warden / Bursar / IQAC coordinator / Member of Senate / HOD / Coordinator / COE/Member in Statutory Committees c) Member of Board of Studies / Member of other college-level committees / Deputy warden	
2	Membership in profession related associations/ Member of editorial committees or reviewer of journals (UGC-CARE List only) /conferences	
3	Conferences / seminars / workshops / FDPs / training programmes organized.	
4	Faculty development programmes / Orientation (Induction) programmes/ Refresher programmes / Training programs on institutional governance attended	
5	Resource person in symposiums, special lectures, on line coaching, department association, adjunct faculty etc. (outside the college)	
6	Involvement in curriculum framing	

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



7	Involvement in institutional co-curricular activities for students (field works, educational tours, industrial visits, club-in charges, IIC Ambassador, etc.)	
8	Involvement in extra-curricular activities such as NSS, NCC and other Part-V Extension activities.	
9	Programmes in the TV / Radio Channels/ Youtube channel	
10	Writing/ Editing articles in Print Media such as Newspapers, magazines	
11	Academic Awards / Awards for Extension activities	
12	Enrichment of Campus – Involvement in Sports & Cultural(Dept in- charges)	
TOTAL SCORE (CATEGORY-II)		48

CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS

S.No.	Nature of Contribution	Self-Appraisal Score
(A) RESEARCH PUBLICATIONS (Notified in the UGC-CARE List only)		
1	Publications in Refereed Journals* indexed by Web of Science / Scopus:	
2	Publications in other Refereed Journals*:	
3	Publications in Conference Proceedings with ISBN	
4	Citations in Scopus / Web of Science	
5	h – Index (Scopus) + h – index (Web of Science)	
(B) BOOK PUBLICATIONS		
1	Publication of Text books / Reference books/ chapters in edited books with International / National / Local Publishers with ISBN	
2	Editor of a book (National / International publishers)	
3	Translation works in Indian / Foreign languages	
(C) RESEARCH PROJECTS		
1	Major / Minor Projects with grants	
2	Seed Money obtained from the college for research	
3	Proposal submitted to external funding agency	
(D) CONSULTANCY : Funds mobilized		
(E) PATENTS: Patents (Filed / Published/ Granted)		
(F) RESEARCH GUIDANCE / EVALUATION		
1	Ph.D. Guidance	
2	Doctoral Committee Member * (Excluding your candidate)	
3	External Examiner for Ph.D. Viva Voce Examination	
4	M.Phil / PhD thesis evaluation	

(G) PARTICIPATION IN WORKSHOPS / CONFERENCES / SEMINARS		
S.No.	Event	
1	Paper Presentation in Conferences / Seminars (outside the college)	
2	Resource Person in Conferences / Seminars / Workshops (outside the college)	
(H) RESEARCH AWARDS / FELLOWSHIPS		
Number of Awards / Fellowships in International/ National level		
TOTAL SCORE (CATEGORY-III)		50

OVERALL SELF-APPRAISAL SCORE

Self-Appraisal Score for Categories-I	
Self-Appraisal Score for Categories-II	
Self-Appraisal Score for Categories-III	
Total Self-Appraisal Score	

SIGNATURE OF THE HOD

SIGNATURE OF THE FACULTY

SIGNATURE OF THE PRINCIPAL

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in



3.Code of Conduct

Code of Conduct for Faculty Members

- Each faculty member must maintain absolute integrity and devotion to duty at all times.
- Each faculty member must perform all professional activities through the proper channels and cooperate with colleagues and higher authorities.
- Each faculty member must conduct absolute dignity and decorum when dealing with superiors, colleagues, and students.
- Each faculty member should follow the dress code.
- Faculty members must always wear their identification cards while on college grounds.
- Faculty members are not permitted to use cell phones while teaching, invigilating exams, or attending meetings.
- No faculty member shall be absent from duty without prior approval at any time, and any instruction issued by the competent authority in the form of circulars from time to time must be followed.
- Faculty members are expected to be on time for classes, meetings, invigilation, college functions, and National celebrations.
- Faculty members should not attempt to bring any political or outside pressure on her superior authorities in respect of service matters.
- Faculty members shall not provoke or instigate any student or staff member against other students, colleagues, or administration.
- Faculty members shall not degrade, harass, or insult any other person for any reason, or act in a manner inappropriate to the teaching profession.
- Faculty members shall not discriminate against any student on the basis of caste, creed, religion, gender, nationality, or language.
- Faculty members shall not demonstrate favouritism in assessment/ evaluations of students deliberately over marking, under marking or attempt at victimization on any grounds.
- Faculty members are not permitted to disclose confidential information about students to anyone, nor are they permitted to disclose confidential information from Management to students.
- Faculty members are not permitted to accept fees, honorarium, gifts, or other forms of remuneration from students.
- Faculty members must respect the parental/right guardians to look after the student's best interests.
- Faculty members shall not misuse or carelessly use amenities provided by the Institution to facilitate the performance of their duties.
- Every faculty member must set a good example for her colleagues and students.

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Code of Conduct for Non-Teaching Staff

- Non-teaching personnel should be on duty at the college from 9:00 am. to 6:00 p.m. They are not permitted to leave the college premises before 6:00 p.m.
- Every non-teaching employee must perform her duties meticulously and efficiently while adhering to the college rules and regulations.
- Non-teaching staff must respect and uphold the Administration's hierarchy and carry out their duties as directed by the authorities to whom they are assigned.
- Non-teaching employees must always wear their identification cards while on the job.
- In all activities, non-teaching staff must maintain honesty, integrity, and equality.
- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Non-teaching personnel assigned to laboratories should oversee laboratory cleanliness and upkeep.
- As directed by the Principal, the staff must complete any work assigned in relation to examinations conducted by the college or university.
- If a member of staff wishes to take leave, he or she must obtain prior approval. In the event of illness, a medical certificate must be presented.
- Non-teaching staff are not permitted to make personal calls or use social networking sites such as Facebook, WhatsApp, and others during working hours.

Code of Conduct for Students

- Protocol is to be observed at all times in the following order - Management, Faculty, Senior Students. Students should always be respectful towards their superiors and be polite and courteous to all.
- Students should greet the members of the Management, Principal and the other Superiors as well as the Members of the Faculty when they meet them for the first time during the day, and should step aside to let them pass by.
- When faculty members or visitors enter the class room all students should stand and greet them; they must not sit down unless asked to do so. Likewise, students should stand when the visitor leaves the class room.
- When attending a class or a meeting of the College Association, students are expected to maintain decorum. Modesty shall be the hallmark of the student's manner of dressing within the campus. Students should wear clean, decent clothes that conform to the rule of modesty.
- Cleanliness of the college building and surroundings should be the personal responsibility of every student. Therefore no marks should be made on the walls or desks, no paper or ink should be thrown on the floor / walls. The campus is a plastic free zone and littering is strictly prohibited.
- Students are required to spend their leisure hours in the reading room or in the library or in the fitness room. They should not hang around anywhere in the college campus or disturb other classes.
- Students are expected to convey an exemplary example of themselves, even outside the college campus so as to safeguard the good reputation of the college

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Code of Conduct for Hostel

Hostel: Strict adherence to the rules specified below is compulsory on the part of every resident student. Disobedience of the rules or any misconduct will result in the removal of the students from the Hostel.

- The duties and responsibilities, if any, given to them are to be executed in good faith and sincerity.
- Any grievance or complaint should be brought to the notice of Warden or Deputy Warden through House Keepers immediately.
- The residents are not permitted to interact directly with the hostel staff.
- Students are not permitted to wear costly materials, jewels etc, and they should not have large amount of cash with them. It is the responsibility of the individuals to keep their articles safely.
- The students are not permitted to use tape recorders, transistors, heaters, fans, iron boxes etc., violators of the rule, will be expelled from the Hostel and College.
- Use of any electronic gadgets to take photos, selfies and taking videos in the hostel is strictly prohibited. Disciplinary and legal action will be initiated against such students.
- Inmates are not permitted to entertain day-scholars, friends, and others inside the rooms. Inmates must not invite guests to dine / have food in the hostel mess.
- Newspapers, Magazines, play materials and other articles should not be taken out of the common reading room cum recreation hall.
- Residents feeling sick should immediately report the matter to the Warden and should not take any medicine on their own.
- Residents shall not enter the kitchen. They shall sit in the dining hall in the order in which they enter in. They are supposed to adopt a considerate attitude towards the tonk and other hostel staff.
- No Resident shall disfigure the walls and doors or cause any damage to any hostel property. Any such damage shall be reported to the Warden at once and the expenditure will be recovered from the concerned residents.
- No notice or printed images and electronic media shall be displayed or circulated in the hostel premises.
- If rooms are found locked or empty with lights on, all the inmates of the rooms will be held jointly responsible and a fine will be charged.
- Outsiders should not be invited to any function in the Hostel.
- Residents shall not remove or exchange furniture allotted to them.
- Violent discussions and disputes should strictly be avoided. No Resident shall ever participate in any political, communal, or anti-social activities. They shall not organise, convene, or hold meetings in or outside the hostel premises without the previous permission of the Warden.
- Arrangements are made for the despatch of letters and the incoming messages through the Warden. Inmates may use the service of the Dobhi for washing clothes at a nominal cost. The management will not entertain any complaint of loss or damage to the clothes

