

**NAVAJYOTHI COLLEGE**

**CHERUPUZHA**

*(Affiliated to Kannur University)*



# Bye-Laws

*(Registered under St. Thomas Province Trust, Particular Law of CST 2016 and the rules framed there under)*

## **Bye-Laws**

**Of**

### **The Navajyothi College, Cherupuzha (NJC)**

(Registered under St. Thomas Province Trust, Particular Law of CST 2016 and the rules framed thereunder)

#### **1. General clauses**

1.1. In these Bye-Laws, unless contrary to the context, the following words and phrases shall have the meaning described herein:

1.2. Bye-Laws: “Bye-Laws” means these rules and regulations of the Navajyothi College Cherupuzha (as defined hereafter) in accordance with the provisions of St. Thomas Province Trust and the particular law: “CONSTITUTION AND DIRECTORY” of LFC (CST FATHERS, as defined hereafter), as it may be amended or modified from time to time in accordance with its terms:

1.3. Name: The name of the college is “**Navajyothi College, Cherupuzha**” (NJC) which is a higher Education Institution owned, governed and managed by the St. Thomas Province Trust, Kozhikode of the Little Flower Congregation (CST Fathers). The College is an affiliated self-finance college under Kannur University. It is administered by the rules and regulations of the ‘Constitution and Directory’ of Little Flower Congregation with rights and privileges enshrined under Articles 26 and 30 of the Constitution of India (Cf. C. 5, 101, 102 & D 86-94, 199).

1.4. Vision: Associating to the Charism of the Little Flower Congregation, *Be Little, Serve the Little*, the college has a vision, *Lighted to Enlighten* to impart quality education to the rural areas of North Malabar region as its immediate context and to those who seek education from various places.

1.5. Mission: Powered by the values of Christ and the fundamental norms of Particular Law: the Constitution and Directory, the college’s mission includes Comprehension, Competence and Creativity empowered with ignited minds and hearts to pursue the goal **LIGHTED TO ENLIGHTEN** achieving transformation of the society.

## **2. Objectives:**

- 2.1.To empower and strengthen young men and women to face the challenges of life.
- 2.2.To form constructive and responsible citizens
- 2.3.To enable young men and women to stand for justice, peace and happiness
- 2.4.To develop the employability skills of the students
- 2.5.To excel in academics and to ensure the integral growth of students.

**3. Core Values:**NJC serves as a keystone in improving society and building better future for all, empowering the youth through value oriented and quality education of excellence, ethics and dignity, diversity, student focus aiming at enhancing academic, rigour, skills and methods, envisaging a holistic development through intellectual, emotional, aesthetic and athletic formation, collaboration and public engagement based on integrity, mutual respect, and civility.

## **4.Management**

- 4.1. Chairman: The Provincial Superior of St. Thomas Province Trust is the chairman. He is the chief functionary of the college
- 4.2. Manager: The manager of the College functions in the college
- 4.3. Education councillor: The Education Councillor of the St. Thomas Province Trust
- 4.4. Econome: The financial administrator (Provincial Econome) of the St. Thomas Province Trust
- 4.5. Bursar: Bursar is the financial administrator of the College
- 4.6. Principal/Director: The principal/Director of the college is the chief executive and the chief academic officer
- 4.7. Teaching Staff: The teaching faculties appointed by the manager of the college
- 4.8. Chief Superintendent: the chief functionary of the college office
- 4.9. Supporting staff: those staff appointed by the manager for cleaning and other maintenance of the college.

4.10. Committees: various Committees appointed by the Principal for the participatory function of the academics and co academic activities.

## **5. Administration**

5.1.NJC has various committees to ensure proper administration of academic, financial and general administrative affairs.

5.2.The following are statutory bodies in the NJC:

5.2.1. Governing Body

5.2.2. Executive Body

5.2.3. Academic Council

5.2.4. Students Council

5.3. The NJC in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Admission Committee, Anti Sexual Harassment Cell, Extra-Curricular Activities Committee, Anti-Ragging Committee, Grievances Redressal Committee and Academic Audit Committee. Anti- ragging Committee, Ethics Policies Committee, Code of Conduct Committee, Fine Arts Committee, Sports Committee, Women Cell Committee, Discipline committee, Gender Justice Committee, Internal examination Committee, Internal complaint committee, Placement cell Committee, SC/ST Cell Committee, Minority Cell Committee, OBC Cell Committee, College Union Bye Laws Committee, NNS rules and regulations Committee, Sadgamanya Committee, Counselling Committee, Parent-Teacher association Committee, Scholarship Committee, Endowment Policies Committee, Woman Puraskar Policies Committee, Rules and regulations for the non-teaching staff Committee, Guidelines for the teaching staff Committee.

## **6. Manner of Commencement**

6.1. These Bye - Laws shall be deemed to have come into force from the date these are approved by the Governing Council provided that any condition laid down in the appointment letter of any employee prior to the date of making of; these bye laws by the Governing shall not be changed by the provision of these byelaws to the disadvantage of the employees of the Society.

6.2. Provided further that notwithstanding anything to the contrary in this bye -laws or previous actions taken by the competent authorities of the College and the General Council from time to time shall be deemed to have been taken under this bye -laws.

### **7. Mode of Application**

7.1. Except as otherwise expressly provided for these Bye-laws shall apply to every person in the whole time employment of the Navajyothi College, Cherupuzha other than a person employed under the contingent establishment.

7.2. Validity and authentication of the orders and decision of the General Council. All decisions taken at the meetings of the General Council shall be valid even if it is discovered afterwards that there is some disqualification or defect in any member of the General Council.

### **8. Appointments:**

8.1. All posts in the College shall normally be filled by direct recruitment by advertisement but the Board shall have the powers to decide that a particular post is filled by negotiations or by promotion from amongst the members of the College.

8.2. The vacancies shall be reported to the manager by the Principal in advance in consultation with the Head of the department.

8.3. Subject to availability of a suitable vacancy, an applicant is given employment in the college subject to his/ her fulfilling qualifications.

8.4. There shall be an interview informed/ advertised in advance.

8.5. It shall be the duty of the Chief Superintendent of the College to certify that all applicants who are called for interview fulfil completely the essential qualifications as advertised and no candidate who does not fulfil the essential qualifications, is called for interview. In the absence of the Chief Superintendent the principal may nominate any other employee of the College for the above purpose.

8.6. The Principal shall maintain a panel of external experts in various subjects as approved by the management to be revised every year. External experts shall be appointed from this panel. The panel should have a management representative.

8.7. In the event of an external expert, expressing his inability at a very short notice to attend the meeting of the selection Committee the principal after getting consent of chairman of the

selection Committee may invite another external expert in his place who may or may not appear in the panel of experts approved by the management. The external experts shall act, as experts for all the specialization in the Department concerned.

8.8. The pay and allowances of all the employees of the Society shall be regulated in such a manner as may be decided by the General Council from time to time. The management should decide in each case the basic pay to be offered to the selected candidate.

8.8.1. All appointments to full time posts in the college shall ordinarily be made on Probation for a period of two years. If an employee of the college is promoted to a higher post the period of his probation in the higher post shall be one year.

8.8.2. The appointing authority shall have the power to extend the period of probation of any employee of the College for one year or such shorter period as may be found necessary. If an employee who is already working on a post in a temporary capacity is appointed in the same post against permanent vacancy his period of probation in the permanent post may be reduced by the period he has already served in the post in a temporary capacity subject to a maximum of the period of probation.

8.8.3. On completion of the period of probation or the extended period of probation as the case may be the employee shall, if his work and conduct during the period of Probation has been satisfactory be confirmed in the post and shall continue to hold his office till the age of retirement subject to disciplinary rules of the college.

8.8.4. The appointing authority shall have the power to terminate the services of any employee without notice and without assigning any cause, during the period of probation or extended period of probation.

8.8.5. The appointing authority shall have the power to terminate the services of an employee by giving three months' notice or on payment of three months' salary in lieu thereof, if, on medical grounds, certified by a medical authority nominated by the competent authority, his retention in service is considered undesirable by such appointing authority.

8.8.6. The Board shall have the power to terminate the services of any employee on grounds of retrenchment or economy by giving to the person concerned three months' notice in writing or on payment of three months' salary in lieu thereof.

8.8.7. An employee of the College may terminate his engagement by giving the appointing authority 3 months' notice or three months' salary in lieu thereof, provided that the appointing authority may, for sufficient reasons, either reduce this period or for teaching staff call upon the employees concerned to continue till the end of the academic session in which the notice is received.

8.9. The basic pay of the candidate selected for appointment in the College shall be decided by the Management.

8.10. The management has the power to appoint the retired faculties from the government/ aided colleges as the provisions granted by the university.

8.11. Every appointee shall be governed by the college rules as amended from time to time

8.12. All the regular employees of the College shall be assessed for their performance on prescribed format annually. The assessment of each employee will be completed in the month of May every year.

## **PROCEDURE FOR APPOINTMENT OF FACULTY AND PRINCIPAL**

### **9. General**

9.1. The appointment to the post of Principal shall be made strictly on the basis of merit.

9.2. The grade and qualifications of the post of Principal shall be such as prescribed by the University and the General Council.

9.3. The appointment to the post of Principal shall be made by the General Council for tenure of 3 years in consultation with General Council. The tenure may be renewed at the discretion of the Management.

9.4. The principal may resign his post even before the expiry of 3 years giving three Months' notice or 3 months' salary in lieu thereof. Likewise, the Board may dispense with the services of the principal by giving three months' notice or three months' salary in lieu thereof.

### **10. Manner of Appointment**

10.1. The post of Principal shall be advertised with the prescribed qualifications in the leading newspapers.

10.2. In addition to this the President of the Trust or manager of the college may invite suggestions and recommendations from such person's institutions, agencies, as he deems proper. He may also include in such a list a person / persons who have not applied or have not been recommended by the persons, institutions and agencies to whom the matter had been referred.

10.3. The applications received in response to the advertisement and the suggestions and recommendation, if any, invited from appropriate persons, institutions and agencies, etc. shall be screened by a Screening Committee to be appointed by the President of the Trust or manager of the college.

10.4. The Chief office Superintend shall scrutinize all the applications suggestions and recommendations received and prepare a list of candidates who shall be either called for interview or considered in absentia.

10.5. The interview board appointed by the management in accordance with the rules and regulations of the affiliated university shall either interview the candidates or consider them in absentia as the case may be. The interview board should include a management representative.

#### **Duties of Principa**

10.6. The Principal is the academic and administrative head of the institute and works for the growth of the institute.

10.7. He will implement the policies approved by the Board of Governors, the highest decision making body of the college.

10.8. He shall achieve coordination among various statutory committees and non- statutory bodies in the college.

10.9. He is the ex-officio member of Governing Council, Chairman of College Council, Chairman of committees assigned distinctly, and also Chief Controller of the Examinations.

10.10. He monitors admissions, examinations, evaluation for smooth functioning of the system.



10.11. He is authorized to nominate convenors, Coordinators, members and other administration functionaries in various committees.

10.12. To conduct the meetings of the statutory committees and college council as per the stipulated guidelines and the norms.

10.13. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

10.14. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

10.15. He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.

10.16. He, along with all the staff working under him, is singularly and collectively responsible to the Governing Council, College council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

#### **Academic Administration**

10.17. On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Kannur University, UGC, State Government and the Governing Body of the college.

10.18. Shall be assisted by various Heads of the departments, Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.

10.19. In matters related to decision implementation, Principal will be assisted by the Governing council, Manager and College council.

10.20 In matters related to academic work, he will be assisted by the heads of the departments

10.21. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables, along with the various heads of the departments extend support to the principal.

10.22. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.

10. 23 Shall closely observe various academic activities like conduct of academic fests, conferences, seminars, workshops etc.

10.24. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

10.25. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

10.26. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.

10.27. In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Heads of the Departments

10.28. The principal should plan for training need analysis of the staff and devise training programs such as refresher courses, orientation courses, faculty improvement programs, quality enhancement programs etc.

10.29. Principal shall also ensure quality assurance and he should be assisted by Convener, IQAC.

10.30. Shall monitor, evaluate research, development and consultancy activities. Teaching staff, should assist the principal in this matter. He 10.31.

should advise the faculty members to get sponsored research projects from various funding agencies.

10.32. The principal should promote industry-institute interaction for better employability of the students.

10.33. Arrange finishing School for the students with the active association of Convener, Training and Placement

10.34. Principal shall efforts to look after overall welfare of staff and students.

10.35. For effective functioning of the college he shall build close rapport between staff, students and management.

10.36. Principal shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

10.37. Principal shall maintain regular, right and appropriate contacts and interaction with government, UGC, University, State Council of Higher education authorities.

10.38. Principal shall involve faculty members at different levels for various institutional activities.

10.39. Empowered to initiate disciplinary proceedings ( with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college

10.40. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Council by the principal.

## **11. Appointment of Teachers**

### **11.1. Manner of Appointment**

All appointments of teachers of the college shall be made strictly on merit.

11.2. Qualifications and grades of pay.

Qualifications for all teaching posts shall be prescribed by the management and affiliated University.

11.3. Grades of pay of the teachers shall be determined by the Management in consultation with the State.

11.4. Once a person has been taken in the regular service of the College, he/she shall be allowed to compete for a higher post in his cadre even if he does not strictly fulfil the qualifications for the higher post provided he fulfils the experience and other requirements.

**12. Appointment of professor and Assistant professor level teachers.**

12.1. The post shall be advertised with such qualifications as have been prescribed by the Board. In addition to this the principal may invite suggestions and recommendations from such persons, institutions, agencies as he deems proper.

12.2. The applications received in response to the advertisement suggestions and recommendations, if any, invited from appropriate persons institutions and agencies shall be screened by a Screening Committee to be constituted by the principal.

12.3. The Screening Committee will ascertain the candidates who fulfil the prescribed qualifications and will recommend to the Principal the names of candidates fulfilling the qualifications who may be called for interview .The Screening Committee shall have the discretion to short list the candidates to be called for interview but in that case the Screening Committee shall evolve a logical criterion for this purpose.

12.4. The interview board shall conduct an interview on a date declared earlier and submit the final report to the principal.

12.5. The interviewers shall be informed of their selection or rejection through convenient mode at the earliest.

12.6. The final lists of the candidates shall be sent to the appointing authority for further actions.

13. Subject to the provisions contained in these rules; the management may appoint any person on probation basis in the prescribed scale of pay and on the same terms and conditions

applicable to the relevant post for a period not exceeding two years with a provision of renewal for further periods.

14. The joining time rules are binding for the employee. (Ref. annexure 1)

## **15. APPOINTMENT OF EMPLOYEES OTHER THAN TEACHERS**

### **15.1. Appointment of the Employee**

15.2. The Principal may have the post advertised with such qualifications as have been prescribed and /or invite suggestions and recommendations from such persons/ institutions/ agencies, as he deems proper.

15.3. After interviewing the candidates or considering them in absentia as the case may be, the Interview Board shall recommend as far as possible at least three person against a vacancy in order of preference.

15.4. After receiving the recommendations of the Interview Board, the appointing authority may if considered necessary, request the board to consider additional names or to review or reconsider its recommendations. The management may also, if considered necessary, interview a person recommended by the board and / or others whom considers to be suitable. The appointment shall be made when the recommendations of the Selection Committee are accepted by the appointing authority.

15.5. The rules and regulations for the non-teaching staff is binding to the employee (Annexure 2)

## **16. Finance**

16.1. The finance of the college is managed by Bursar of the college appointed by the President of the St. Thomas Province Trust.

16.2. Bursar manages the day today financial administration of the college in consultation with the manager and principal of the college.

16.3. Bursar shall prepare budget for each financial year and submit it to the Governing Council for the approval.

16.4. The major constructions shall be approved by the Governing Council.

16.5. The collection of fee shall be the duty of the Bursar.

16.6. Bursar shall be informed of the pay scale of the staff and credit the amount at the end of every month.

16.7. Bursar shall oversee the fund mobilisation and utilisation policy of the various cells and committee of the college (annexure 3)

16.8. The preparation and submission of the account statement of each month is the duty of the Bursar. He shall submit the yearly audit report to the manager and general council.

16.9. Bursar shall maintain different account books for each association and other cells in the college.

16.10. The rules and regulations of the state and central government shall be followed in the case of banking and transactions.

### **17. Committees and Cells**

17.1. The Rules and regulations regarding the committees of the college, cells in the college and clubs are to be followed by the concerned persons.

#### **17.2. Annexure**

- i. Governing Body Rules
- ii. Anti- ragging rules
- iii. Ethics Policies
- iv. Code of Conduct
- v. Fine Arts rules
- vi. Sports Rules
- vii. Women Cell policies
- viii. Discipline committee policies
- ix. Gender Justice polices
- x. Internal examination policies and regulations
- xi. Internal complaint committee policies and regulations
- xii. Placement cell rules and regulations
- xiii. SC/St Cell Policies
- xiv. Minority Cell Policies
- xv. OBC Cell policies
- xvi. College Union Bye Laws

- xvii. NNS rules and regulations
- xviii. Sadgamamya policies
- xix. Counselling policies
- xx. Parent-Teacher association rules and regulations
- xxi. Scholarship policies
- xxii. Endowment Policies
- xxiii. Woman Puraskar Policies
- xxiv. Rules and regulations for the non-teaching staff
- xxv. Guidelines for the teaching staff

18. The above-mentioned rules and regulations/ policies are binding to the Navajyothi College, Cherupuzha *mutatis mutandis*.

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