



NAVAJYOTHI
COLLEGE CHERUPUZHA
AFFILIATED TO KANNUR UNIVERSITY



BYLAWS OF THE NAVAJYOTHI COLLEGE

Chapter 1 Introduction

Navajyothi College is a higher Education Institution managed by CST fathers of St. Thomas Province Kozhikode. The Congregation has a long history of education ministry all over India. The Navajyothi College is bound with the rules and regulations of the 'Constitution and Directory' of Little Flower Congregation from time to time. (Cf.C101, 102 &D 86-94, 199). In reference to the regulations D 94 in the Constitution and Directory the Governing Body of the Navajyothi College hereby approves the Bylaws.

ARTICLE 1: NAME, VISION, MISSION, AND CORE VALUES

- 1.1. **Name:** Navajyothi College is the name of the Higher Education Institution managed by the St. Thomas Province Trust of the Little Flower Congregation. The College is an affiliated self-finance college under Kannur University.
- 1.2. **Vision:** Affiliating 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.
- 1.3. **Mission:** Powered by the values of Christ and the principles of the Constitution and Directory, the college's mission includes;
 - To empower and strengthen young men and women to face the challenges of life.
 - To form constructive and responsible citizens
 - To enable young men and women to stand for justice, peace and happiness
 - To develop the employability skills of the students
 - To excel in academics and to ensure the integral growth of students.

1.4 Core Values

- a. Create Men and Women for and with Others :** We aim not at creating just intellectual beings that are self-centred but to form individuals that care for others and society.
- b. Cura Personalise :** Care for the individual- every aspect of an individual is taken care of at Navajyothi college. It includes intellectual, social, physiological, political, spiritual and moral, etc.
- c. Constitutional Values :** Adequate attention is given to impart the constitutional values of the country and teach them to the students to promote the ‘fundamental duties’
- d. Forming and Educating Agents of Change :** Our ultimate aim is to form individuals for change.

Article 2. commencement and application of the bylaws

2.1 Commencement

- i. These Bylaws 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.
- ii. 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.

2.2 Application

- i. Except as otherwise expressly provided for these Bylaws shall apply to every person in the whole-time employment of the Navajyothi College, Cherupuzha other than a person employed under the contingent establishment.
- ii. Validity and authentication of the orders and decision of the General Council

- iii. 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.

ARTICLE 3: College Administration

3.1 Management: The management of the Navajyothi College consists of *Governing Council* which includes the following persons;

- a. Chairman: The Provincial superior of St. Thomas Province Trust. He is the chief functionary of the college
- b. Manager: The manager of the College functions in the college
- c. Education councillor: the education Councillor of the St. Thomas Province Trust
- d. Econome: The financial administrator (Provincial Econome) of the St. Thomas Province Trust
- e. Bursar: The financial administrator of the College
- f. Director: The Director of the college

3.2 College Council

- i. The College council of the college look after the academic affairs of the college. The members are as follows;
 - a. Principal: Principal is the chairman of the college council
 - b. Vice Principal: by virtue of the office the vice principal will be a member of the college council.
 - c. Head of the Departments: The Head of the departments, by the virtue of their office, are members of the College Council
 - d. IQAC Coordinator: the IQAC coordinator will also be the members of the college council.

e. Director: Director will be a member of the college council as representative of the management.

f. Bursar: Bursar by the virtue of his office will be a member of the college council.

3.3 Office Administration

i. Office administration will be headed by the Principal/ Director of the college. The following are the members in the office administration;

a. Chief Superintend: The chief superintend will oversee the functions of the college. He/she shall head all the communications to and from university.

b. Clerk: The clerk will assist the chief in matters of the day-to-day affairs and communications of the college.

c. Accountant: The accountant will oversee the financial transactions of the college.

e. Peon: The Peon will assist the office in all the matters.

Chapter 2

ARTICLE 1: Appointments and Service Rules

2.1 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.

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

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

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

2.5 It shall be the duty of the Chief Superintend 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 Superintend the principal may nominate any other employee of the College for the above purpose.

2.6 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.

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.

2.7 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.

2.8 (a) 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.

(b) 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.

(c) 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.

2.9 (a) 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.

(b) 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.

(c) 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.

(d) 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.

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

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

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

2.13 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.

Article 2: SERVICE CONDITIONS FOR THE STAFF

2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

2.2. Any staff member, on appointment, except on contract or temporary appointment, shall be on probation for a period of two year.

2.3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

2.4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of Principal.

2.5. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

2.6. Staff should be available in the college premises during the entire period of office hours, on all working days.

2.7. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Head of Department his/her exact out station address and phone numbers in his/her leave application.

2.8. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

2.9. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.

2.10. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

2.11. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

2.12. Staff members should get prior permission from Management/Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college. 1.13. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawing of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

2.14. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned, library and central stores.

2.15. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

CHAPTER 3

ARTICLE 1: PROCEDURE FOR APPOINTMENT OF FACULTY & PRINCIPAL

1.1 General

(a) The appointment to the post of Principal shall be made strictly on the basis of merit.

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

(c) 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.

(d) 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.

1.2 Manner of Appointment

(i.) The post of Principal shall be advertised with the prescribed qualifications in the leading newspapers.

i.i In addition to this the President of the Trust or manager of the college may invite suggestions and recommendations from such persons 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.

(ii) 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.

ii.i 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.

(iii) 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.

Article 2: The Duties of the Principal

- i. The Principal is the academic and administrative head of the institute and works for the growth of the institute.
- ii. He will implement the policies approved by the Board of Governors, the highest decision making body of the college.
- iii. He/she shall achieve coordination among various statutory committees and non- statutory bodies in the college.
- iv. He/she is the ex-officio member of Governing Council, Chairman of College Council, Chairman of committees assigned distinctly, and also Chief Controller of the Examinations.
- v. He/she monitors admissions, examinations, evaluation for smooth functioning of the system.
- vi. He/she is authorized to nominate convenors, Coordinators, members and other administration functionaries in various committees.
- vii. To conduct the meetings of the statutory committees and college council as per the stipulated guidelines and the norms.
- viii. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- ix. He/she 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.
- x. He/she 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.

- xi. He/she, 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.

Article 2.1: Academic Administration

- i. 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.
- ii. 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.
- iii. In matters related to decision implementation, Principal will be assisted by the Governing council, Manager and College council.
- iv. In matters related to academic work, he will be assisted by the heads of the departments
- v. 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.
- vi. 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.
- vii. Shall closely observe various academic activities like conduct of academic fests, conferences, seminars, workshops etc.
- viii. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- ix. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- x. 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.

- xi. In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Heads of the Departments
- xii. 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.
- xiii. Principal shall also ensure quality assurance and he should be assisted by Convener, IQAC.
- xiv. Shall monitor, evaluate research, development and consultancy activities. Teaching staff, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- xv. The principal should promote industry-institute interaction for better employability of the students.
- xvi. Arrange finishing School for the students with the active association of Convener, Training and Placement
- xvii. Shall efforts to look after overall welfare of staff and students.
- xviii. For effective functioning of the college he shall build close rapport between staff, students and management.
- xix. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- xx. Shall maintain regular, right and appropriate contacts and interaction with government, UGC, University, State Council of Higher education authorities.
- xxi. Shall involve faculty members at different levels for various institutional activities.
- xxii. 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

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

Article 3: Rules Regarding Appointment of Teachers

I. Manner of Appointment

- i. Every teacher shall be appointed by a written order by the Educational Agency.
- ii. A copy of the appointment order together with copies of the qualifications produced by the candidate at the time of appointment shall be forwarded to the University for Approval of his qualifications for being a teacher in the category to which he is appointed.

II. Qualifications and grades of pay.

- i. The minimum qualifications prescribed for the post of Assistant Professor, Associate Professor, Professors, Principals, Assistant Directors of Physical Education and sports, Assistant librarians and librarians shall be those as prescribed by the UGC Regulations applicable to Teachers, and other academic staff in the universities and colleges affiliated to the university.
- ii. No teacher shall be eligible for appointment as such, whether permanent or temporary or on contract basis, unless he possesses the qualifications as mentioned in the above sub –rule. At the same time, the college can resort to the provisions given by the Kannur University regarding the qualification of the staff.
- iii. No teacher shall be allowed to continue in the service of the college as a teacher beyond six months unless the qualifications possessed by him at the time of appointment are approved by the university.
- iv. Grades of pay of the teachers shall be determined by the Management in consultation with the State.
- v. 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.

III. Appointment of professor and Assistant professor level teachers.

- i. 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.
- ii. 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.
- iii. 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.
- iv. The interview board shall conduct an interview on a date declared earlier and submit the final report to the principal.
- v. The interviewers shall be informed of their selection or rejection through convenient mode at the earliest.
- vi. The final list of the candidates shall be sent to the appointing authority for further actions.
- vii. 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.
- viii. The joining time rules are binding for the employee.
- ix. The Code of Conduct and ethics are binding to the employees.

CHAPTER 4

Article 1: APPOINTMENT OF EMPLOYEES OTHER THAN TEACHERS

I. Appointment of the Employee

1. 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.
2. 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 persons against a vacancy in order of preference.
3. 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.
4. The rules and regulations for the non-teaching staff is binding to the employee

Chapter 5

ARTICLE 1. Finance

1. The finance of the college is managed by Bursar of the college appointed by the President of the St. Thomas Province Trust.
2. Bursar manages the day today financial administration of the college in consultation with the manager and principal of the college.
3. Bursar shall prepare budget for each financial year and submit it to the Governing Council for the approval.
4. The major constructions shall be approved by the Governing Council.
5. The collection of fees shall be the duty of the Bursar.
6. Bursar shall be informed of the pay scale of the staff and credit the amount at the end of every month.
7. Bursar shall oversee the fund mobilisation and utilisation policy of the various cells and committee of the college
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.
9. Bursar shall maintain different account books for each association and other cells in the college.
10. The rules and regulations of the state and central government shall be followed in the case of banking and transactions.

Chapter 6

ARTICLE 1: Committees and Cells

1. Each cell and committee have its own bylaws and action plan.
2. Strict adherence to the rules and regulations is expected from all committee members regarding college committees, cells, and clubs.

ARTICLE 2: Students and Students' Bodies

1. Students are obligated to adhere to the rules and regulations pertaining to student affairs, as specified in the Student Handbook.
2. Students' Union, Clubs, Association are bound by their particular bylaws. The amendments of these bylaws shall be subject to the approval of college council.

Article 3: Amendments

1. These bylaws may be amended by the two third majority vote of the Governing Council.

Appendix

1. Rules and Regulations of the Cells and Committees
2. Bylaws of the Clubs
3. Regulations of the governing council
4. Code of conduct for the teaching staff
5. Code of conduct for the non-teaching staff
6. Students hand book