



**AVE
STELLA MARIS
COLLEGE** Affiliated to MG University

ACADEMIC MANUAL

Ave Stella Maris College (ASMC), a self-sustaining Arts & Science College affiliated to Mahatma Gandhi University, was established in 2014 with the vision of overall development of students. The institution was founded by **Adv. Arun Paul LLB**; (Master of Personnel Management, Symbiosis Institute of Business Management, Pune), a noted Human Resources Development professional. Under the able leadership of **Er. Emmy Arun (Director)**, **Rev. Dr. Abraham Mulamoottil (Principal Advisor)**, **Dr. Paul V Mathew (Principal)**, and dedicated academic fraternity, the institution offers future oriented skill sets to students. The college offers Bachelors in Commerce (B.Com), Masters in Commerce (M.Com), and Human Resource Management (MHRM). Believing in the overall development of students and to strengthen the academic-industry linkage, the college gives extra effort to equip students with future skills and professional approaches.

Vision of the College

Building Creatives

Mission

With a vision to elevate our college to the pedestal of excellence, a novel developmental plan has been conceived which goes by the title **STELLA-ISM (STELLA INNOVATION AND SUSTAINABILITY MISSION)**

- Equipping students to handle tasks independently through Earn While Learn Scheme
- Making students excel in academics and professional development
- Preparing students with future oriented skills and value added courses
- Promoting students to be enterprising through business accelerator and incubation programmes
- Provide unique opportunities for the academic fraternity to contribute to research and professional development
- Promoting sustainable practices among members through clean and green campus initiative

Core Values

Accountability: Be accountable in all the tasks, duties and responsibilities bestowed on us. Beyond delivering tasks on time bound, it means communicating freely and frequently till the completion of the assignments.

Integrity : Be honest and open. Vulnerability is a good quality as we believe in confidentiality as well. . Make sure that our trust is not broken by compromising on core values. Feel free to share limitations and support required at any time if necessary.

Punctuality: Be on time, not only at office and meetings but also in delivering our duties and responsibilities.

Growth Mindset: Growth mindset is an attitude of lifelong learning. Trust us, we grow together. We give high priority for professional and personal development along with good quality of life. We are considering all new tasks in this way.

DUTIES AND RESPONSIBILITIES OF HoD

1. Prime responsibility of the HoD is full pass. She/he requires to design, plan, and execute the full pass mission
2. Function as the lead of the department in the smooth running of the academic sessions. Ensure that semesters are starting and ending on time
3. Study all topics/subjects of the department in detail and allocate subjects to teachers after having a detailed analysis of the expertise of the teachers and the workload in each semester. Allocate the

subjects to the faculty members well in advance before commencement of the semester/year.

4. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format
5. Preparation of timetable (regular and special) & substitution arrangements whenever required
6. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work
7. Plan and execute internal exams, viva, model, and all other university exams. Make arrangements for conducting of Internal examination, syllabus circulation of UG & PG to the teachers.
8. Develop, manage and update academic trackers, students performance charts, full pass tracker, session plan, weekly hour plan, exam calendar, etc.
9. Do analyze the academic performance and attendance of students regularly and provide reports and recommendations. Also, undertake class wise and subject wise result analysis
10. Initiate communication in terms of exams, events and any other matters related to academics and students
11. Check circulars, university orders, websites, fee payment details, any other deadlines announced by the university in terms of academics and update principal in case any actions required
12. Verification of students records, projects, and other mandatory academic requirements of students
13. Make sure that buddy system, mentoring, weekly viva, participatory learning, online learning, weekly attendance publication etc. are happening on time.
14. Ensure that missing any in the curriculum in terms of industry updates are filled by proper updates so that students will not be obsolete in academics and industry.
15. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
16. Prepare, circulate and coordinate internal assessments form preparation and uploading

17. Carefully examine and double check the internal marks before publication to avoid any dispute/ problem in future.
18. A copy of each internal exam result should be signed by the teacher concerned, HoD and principal
19. Upload the internal marks on the university portal without any delay.
20. Instruct the faculty members to set the question papers and to maintain confidentiality and also to evaluate the scripts timely
21. Counsel the students who are absent for the mid test or irregular to the class work.
22. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors
23. Regarding students projects, allot the project guides as per guidelines given by the principal.
24. Communicate all important matters to the principal before communicating to students, teachers and other stakeholders
25. Provide information, supports, and other assistance to the principal in improving academic performance, university relations, and other mandatory compliance
26. Prepare a plan at the starting of the semester and its execution is observed.
27. Make sure that classes/sessions/semesters are starting or completing on time. Arrange special classes if necessary for the completion of sessions on time.
28. Organize activities and sessions for promoting bright students and encouraging weak students in academics
29. Ensure academic discipline in the department. Monitor communications and develop a robust communication and team work strategies among team members
30. If a teacher is on leave, the HoD can request another teacher who is free to handle the classes of the teacher on leave. If it is not practicable, the HoD may make necessary changes in the timetable so that the particular class will be let free during the last period. However, all classes should be arranged in the forenoon sessions. The forenoon session is the most productive time. Every weekend, free classes in each department should be displayed.

31. IF a teacher has exam duty and he/she also has teaching hours at the same time, the HoD should make necessary arrangements so that the teacher is free in the particular period. If re-arrangement is not possible, the classes can be let off.
32. Arrange regular team meetings, coordinate, and communicate the minutes of the meeting to the members concerned and also to the Principal.
33. Provide necessary inputs to the principal for conducting Academic Meetings and other updates from university regarding academics.
34. Department level meeting should be conducted once or twice a month to evaluate the teaching learning process
35. To analyze marks scored by students subject wise, faculty wise, class wise, minimum, maximum, average and discuss with the Principal and other authorities for improvement.
36. Discipline, future activities and plans, remedial measures, innovative programmes etc. can be discussed during departmental meetings and the decisions should be recorded in the minutes.
37. Any other tasks assigned by the Principal from time to time for student development and smooth functioning of the college

DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

1. The teachers shall recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Seek to develop positive relationships with pupils/students, colleagues, parents, college management and others in the college community, that are characterized by professional integrity and judgment.
4. Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
5. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

6. Play role of mentor with assigned mentee
7. No classes should be let off due to shortage of students in the class. Teachers must be present in the class and teach whatever may be the strength of the class. The topics taught during the period should not be repeated in future. Otherwise, it will be an excuse for the students for not attending classes
8. Report institution by 8:45am every day
9. Teachers should strictly adhere to the timetable
10. Time allotted for library, seminar etc. should be strictly followed
11. Late arrival and letting off classes before the stipulated time is not allowed.
12. Teachers are expected to cover the syllabus before the stipulated time prescribed by the university.
13. Update academic trackers, students performance charts, full pass tracker, session plan, weekly hour plan, exam calendar, weekly attendance report, etc
14. Even if the teachers complete the topics in advance, they should be present in the class and conduct revision/ test papers etc.
15. To assign reasonable assignments and homework to students as per university rules
16. Seminars are conducted outside normal working hours.
17. Every teacher should study their student's physical, emotional, intellectual and socio-economic status. Every teacher should have a data sheet or diary of their students which should be kept for three years. Bio data of each student plus their marks for seminar, assignment, internals, attendance and discipline shall be clearly mentioned in the data sheet
18. Instruct the students to wear ID card during working hours
19. Teachers should reach the department in time i.e. at least 15 minutes before the commencement of the classes. This may help the HoD in arranging substitution work.
20. Teachers are expected to reach the classroom on time
21. It is advisable to conduct a mini test after the completion of each module in the syllabus.
22. The result of internal exams must be published within 10 days from the date of conduct of examination and displayed on the notice board for information of students

23. Teachers must keep a diary in a prescribed format to record academic activities, extracurricular activities, notable events, topics covered in the syllabus, visits of parents etc.
24. Date of submitting assignments should be clearly mentioned on the first page with the signature of the subject teacher
25. Attendance percentage of each student must be informed to the student and displayed on the notice board by every month. It must be signed by the student concerned.
26. Any program (internal or external) organized by the students or teachers should be informed to the principal and prior permission obtained.
27. Cancelling sessions for the students should be conducted
28. Teachers should be careful about their behavior and dress code
29. Teacher student communication through social media is permitted only for academic purposes or emergency situations.
30. The habit of reading should be cultivated among students
31. Accompany the students to the library, give assignments and evaluate the assignments during library hours
32. Teachers should not be involved in collecting money from students and if some amount is to be generated for genuine reasons, prior permission from the principal must be obtained.
33. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
34. Treat other members of the profession in the same manner as they themselves wish to be treated,
35. Speak respectfully of other teachers and render assistance for professional betterment,
36. Be thoroughly social and humane, democratic and rational, towards other teachers,
37. Believe in union and unity of the colleagues.
38. Respect the right and dignity of the student in expressing his/her opinion.
39. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
40. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
41. Encourage students to improve their attainments and develop their personalities

42. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
43. Refrain from inciting students against other students, colleagues or administration.
44. Seek to make professional growth continuous through study and research, writing and decent conduct.
45. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
46. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
47. Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
48. Participate in extension, co-curricular and extracurricular activities including community service.
49. Any other tasks assigned by the Principal and HoD from time to time for student development and smooth functioning of the college

EXAMINATIONS

1. For internal/external exams, constitute a committee to monitor the overall activities of the exam. Importance of internal exams should not be reduced as a class test and follow university norms and regulations.
2. For University to monitor the overall activities of the exam.
3. The committee has the responsibility to plan and execute all internal, external, and practical and other examination activities.
4. Teachers should themselves make arrangements/substitution if they are not able to attend duty for a particular date of examination.
5. Malpractice in exams should be handled with strict measures.

6. The faculty members are also required to prepare the question papers for internal/model exams.
7. The question papers are to be prepared in the prescribed format
8. The concerned faculty is to receive the answer sheet for valuation after the completion of examination
9. The faculty has to show the answer sheet to the students for further clarification and take their parent's signature at the top of the answer sheet
10. The faculty members have to submit the final marks in the prescribed format.

ASSIGNMENTS

1. At least two assignments should be given for each subject in a semester.
2. Within one week of receiving every assignment, a copy of the result must be displayed on the notice board and a copy should be placed in the course file.
3. Date of submitting assignments should be clearly mentioned on the first page with the signature of the subject teacher
4. Assignment report should be maintained, it include the topic, date of submission, signature of students and marks for assignment
5. Faculties strictly follow certain criteria for evaluation of assignments like introduction, contents included, conclusion, punctuality in submission etc.

ATTENDANCE

1. Common cut off percentage for different range of attendance;

For 95%-100% = 5 marks, 90 – 94= 4 marks, 85-89=3 marks,80-84=2 marks, 75-79=1 marks, Below 75% =0 marks

2. Attendance will be closed ten minutes after the start of the class.
3. Attendance will be taken at the beginning of each class.
4. No student will be allowed to late except in first period
5. Late comers of first period will be marked absent
6. List of latecomers will be prepared by faculty and followed up by HoD
7. Rewriting/overwriting/corrections in the attendance register/attendance sheet is not allowed
8. A copy of the consolidated attendance report must be published in every weeks of the semester
9. It must be got signed by the student concerned

PTA

1. Department wise PTA should be conducted twice in a semester
2. Constitute a college PTA committee and select executive members for the committee

TEACHER'S DIARY

1. Teacher's diary is mandatory for NAAC evaluation. It will also ensure the safety of teachers
2. Teachers must keep a diary in a prescribed format to record academic activities, extracurricular activities, notable events, topics covered in the syllabus, visits of parents etc.
3. It must be strictly and timely verified by the Principal/HoD

COMMUNICATION PROTOCOL

1. Follow communication protocol for the effective and smooth functioning of the academic and nonacademic activities in the institution
2. Related to academics, downward communication starts with the Principal. Principal communicates to HoD and HoD informs the faculty members. In Upward communication faculty members are the starting point and end with the principal, HoD act as a connecting link between faculties and principal.

3. Each class in charge shall be responsible for coordinating all communication with students. Class in charge is the first reporting point for students in academic matters.
4. Enquiry about financial matters, students and faculties can directly communicate with finance administration team
5. In case of non academic matters faculty can directly communicate to the Principal, HoD, students, Management as the case may be.

LEAVE RULES APPLICABLE TO ALL FACULTY MEMBERS

1. All the leave requests shall be submitted 3 days in advance
2. All application for leave should be sent as email to the HoD for approval, cc to principal@smccimail.com and accounts@smccimail.com
3. Casual leave on short notice only will be granted on genuine grounds
4. If the leave is taken without prior notice and found not under emergency, it will be considered as Loss of Pay (LoP). In case of emergency situations proper intimation should be given to the HoD
5. Leave for HoD will be sanctioned by the Principal
6. The maximum number of casual leave admissible to an employee in an academic year will be 15 days, 1.5 day per month.
7. Duty will be sanctioned only if the duty certificate is produced from an agency recognized by the University/Government. Duty leave granted for the following purpose
 - Attending valuation camp
 - Attending orientation programs, faculty development programs, conferences, workshops etc.
 - For performing any other duty assigned by the college authority

GENERAL GUIDELINES

1. If any program is coordinated by faculty or students it should be properly communicated to the higher authorities in advance. Programme charts are prepared and finalized well in advance, proper invitation shall be sent to the delegates prior three days

2. Constitute a student's grievance cell. Separate grievance cells and grievance boxes should be arranged for girls. Principal is the sole authority to open the box and collect information
3. Various organizations will be constituted in the college headed by efficient and socially committed teachers with excellent communication skills.
4. Students practicing for different activities like Youth Festival should do it in free periods or outside normal working hours and under any circumstances, regular classes should not be disturbed.
5. Feedback will be collected from the students at the end of each semester. Feedback will focus on the subjects like punctuality, promptness, subject knowledge, syllabus coverage, communication skill, class test, classroom teaching, and proficiency in English etc.
6. The College Union will be formed as per JM Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. Constitution for College Union and Rules for election as per presidential mode (Clause 6.2.2 of the JM Lyngdoh Committee report)

GUIDELINES FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A five day working schedule from Monday to Friday is followed. Classes are scheduled from 9.00a.m. to 3.20 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming will also result in loss of attendance for the corresponding hour. Late comers will not be allowed to attend the classes.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.

5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the classroom.
6. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
7. Every student of the college has to attend at least 75% of the classes. Those who fail to secure a minimum attendance of 75% will not be allowed to appear for University Examinations.
8. Attendance will be closed ten minutes after the start of the class.
9. Attendance in practical classes will be compulsory. Otherwise they will not be allowed to appear for Practical Examinations.
10. Students shall come to the college in approved uniforms with Identity card
11. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD
12. All the students are expected to attend all college functions in college uniform unless otherwise specified.
13. Any dress code violation noticed within the campus will initiate further disciplinary actions.
14. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom.
15. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
16. Students can leave the campus during class hours only after getting a permission from the Principal, HoD, or the class in charge
17. Do not spend much time in canteen, coffee shops etc.
18. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
19. All the leave requests shall be submitted in advance. Leave applications should be sent as email to the class in charge for approval, cc to HoD.
20. Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

21. For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.

22. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.

23. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.

24. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Following safety precautions near moving machines and electrical installations. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with fine.

25. Students are not permitted to arrange any unauthorized celebrations (birthday celebration, Onam, X'mas etc.) And decorations of any magnitude on the campus.

26. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.

27. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

28. Participating in classroom activities, in community and recreation programs, contributing to discussions and group activities, asking questions when they don't understand.

29. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

30. Strictly follow the protocol in all communications, giving respect to teachers, principal, management, non teaching staff, fellow students and the larger college community.

31. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
32. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
33. During University examinations of 3 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
34. Students have to collect their Hall Tickets for the University Examinations on the date specified by the college otherwise a fine will be imposed.
35. Students have to obtain 'No Dues Certificate' at the time of issuing Hall Tickets.
36. Give attention to quality and excellence in completing assignments and submit the assignments on time without delay.
37. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College and outside the college.
38. The College Union will be formed as per JM Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. Constitution for College Union and Rules for election as per presidential mode (Clause 6.2.2 of the JM Lyngdoh Committee report)
39. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
41. Pay fees in advance or in time, which will avoid fines.
42. Fine will be imposed on any student who damages college common property.

43. Smoking, chewing-tobacco, consumption of intoxicating liquors, narcotic drugs, psychotropic substances or any prohibited substances in the college premises are strictly prohibited, ,
44. The students are expected to take at most care of the library books, Fine will be imposed if the books are lost, students have to pay 1½ (One and half time) of the existing price (Market Value) of the books as penalty.
45. Every student has to return the Library Books within the time limit specified. Failure to return the Books in time will invite fine or any other appropriate punishment.
46. Take full advantage of college resources available to you.
47. Students should use the parking space provided for parking their vehicles, otherwise punishment (including fine) will be imposed.
48. All the students are expected to follow the rules and regulations laid down by the Disciplinary Committee or the Principal from time to time in addition to the above mentioned rules and regulations.
49. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College
50. The students are expected to follow the above rules and regulations strictly else severe action (including fine) will be taken against those who violate the above rules.