



SHRI SHANKARLAL SUNDARBAI
SHASUN
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

FACULTY HANDBOOK



2020 - 2021

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About the college

Sri Swetambar Stanakwasi Jain Educational Society (Regd.) was founded in the year 1937. The society has been rendering yeoman service to the community by nurturing learning experience and enabling students to realize their inherent potential and to mould them into competent, self-reliant and socially responsible citizens. In the seven decades of its presence, the Society has been responsible for successfully establishing several educational institutions like Mohanmull Chordia Jain Industrial Training Centre, Shri Agurchand Manmull Jain College, Shri Tarachand Galada Jain Vidyalaya, Shri Mangichand Bhandari Jain Higher Secondary School, Shri Amoluck Chand Galada Jain Higher Secondary School and Sri Badalchand Sayarchand Chordia Jain Vidyalaya.

Shri Shankarlal Sundarbai Shasun Jain College for Women is yet another feather in the cap of Sri S. S. Jain Educational Society. The College has been established with a generous contribution made by Smt. Sundarbai Shankarlal Charitable Trust, T. Nagar, Chennai. The name SHASUN (SHA + SUN) is derived from taking the first 3 letters of the names of the founders who are the parents of the Secretary. The value of respecting the parents is showcased. Belonging to the "SHASUN" Family and Group, it is one of the leading Indian manufacturers of Active Pharmaceutical Ingredients strongly built on its R&D expertise with a global presence. The Management Committee of the College consists of eminent industrialists, philanthropists, academicians and administrators of repute. With their constant guidance and encouragement, the College is confident of converting itself into an Institution of excellence.

The aim of Shri Shankarlal Sundarbai Shasun Jain College for Women is to provide quality education to young aspiring women candidates and to equip them to meet the changing needs of the society and industry. With this goal in mind the College provides the students a congenial atmosphere conducive to their academic and creative growth. It is a self-supporting institution committed to the cause of education - general, professional, moral and technical, catering to the educational aspirations of the society at large. It embodies and strives to deliver world-class education and research in Science and Humanities. The College seeks to foster interdisciplinary working within the campus and encourages external collaboration. In pursuit of this goal, the College seeks to develop in the students an intellectual curiosity and an open mind to excel academically and in extra-curricular activities.

The College has a team of highly reputed established academicians, a well equipped library with a wide range of books, periodicals, journals (national and international) e-resources, manuals, an impressive Computer Centre with internet facilities. It also has a well-laid playground and facilities for indoor and outdoor games. The college has a unique research, training and counseling centre called Shasun Shakthi which conducts add on courses, aesthetic diploma courses, wall magazines, collateral competitions, projects, seminars, stage shows, exhibitions, Kala Utsav and Shasun Bazaars. Every classroom is provided with LCD projectors, pin up boards and it is ICT enabled. The College has a fully equipped Visual Communication department.

The college was granted permission by the Govt. of Tamilnadu by its G.O. of 16th September, 2004 and affiliation by the University of Madras on 18th May 2005. The college has started with a student strength of 105 and is functioning now with a strength of 3960 students. The College works to become a centre of excellence.

The college has been recognized as a Center for conducting skill based courses offered by National Skill Development Council (NSDC) and Media and Entertainment Skills Council (MESC) under MHRD, Govt. of India. College has three Centre of excellence for Retail, Media, Entertainment and Art and Culture to impart the skill based courses to the community.

Vision, Mission, Motto, Quality Policy and Objectives

Our Vision

To create a centre of excellence on par with world class institutions.

To Empower students through education and help them to realize their potential.

Our Mission

To prepare students for the challenges of life and career

To impart value-based holistic education along with co- curricular, extra-curricular and life-skill programmes.

Motto

"Go Beyond"

This motto of the College stresses the need to run an extra mile to achieve one's goal. The College endeavors to create an atmosphere wherein the students are encouraged to set high goals, reach out and become achievers.

Quality Policy

We at SHRI SHANKARLAL SUNDARBAI SHASUN JAIN COLLEGE FOR WOMEN strive to bring out and nurture the talents and skills of our students with quality education, motivate them to be self-disciplined and develop their competence to face the challenges of globalization and groom students to be good citizens of tomorrow.

We shall achieve this by:

- Adopting innovative teaching methods.
- Imparting and encouraging the staff to learn new techniques and keep their motivation level high.
- Retention of good and dedicated faculty.
- Providing excellent infrastructure and conducive learning environment.
- Total commitment to comply with all the legal requirements.
- Responding to the changes both in technology and applications.
- Associating with leading industries and research institutions.
- Continually improving the effectiveness of our processes and systems.

Quality Objectives:

- To Improve Students & Parents Satisfaction rate.
- To achieve 100% graduation outcome
- To increase the participation of students in extra-curricular activities
- To improve the placement percentage of students
- To provide need based training to all the teaching staff.

Guidelines for Best Teaching Practices – Teaching Methodologies

Objectives

To enable student centric approach in teaching learning process at our college for the students who enter into higher education from diverse backgrounds.

List of Methodologies		
Lecture (Formal method)	Collaborative Learning	Peer Teaching
Lecture Demonstration (Informal method)	Tutorials	Games and Simulation
Seminar	Case Study	Digital Learning
Co-operative Learning	Field Trip	Group Discussion
ICT Enabled Teaching Tools	Lab Work	Role Play
Audio Visual Teaching	Symposium	Flipped Class Room

Guideline for Teaching Methodologies:

1. Lecture (Formal method) :
 - Traditional way of teaching using chalk and board strategy.
 - The faculty clarifies the content matter to the students by using gestures, change in position, voice modulation and facial expression (Body Language).
2. Lecture Demonstration (Informal method) :
 - The faculty can use illustrations, visual aids, opportunity for questions and demonstrations.
 - She can bring simple device to demonstrate her concept. Example: To explain the internal part of the computer like mother board, we can get it from our lab and demonstrate by showing the kit.
3. Seminar :
 - Individual topic (current topic related to the subject) is given to the student in the class.
 - The student should prepare for a presentation based on the topic and should be allowed to present in the class in front of her classmates.
 - The faculty or the students can ask question at the end of the session. It can be interactive session.
4. Co-operative Learning :
 - Activities are structured with each student assigned a specific role (teacher-structured)
 - Teachers supply information for students to read and analyse.
 - Teachers observe, listen and intervene where necessary.
 - Students submit work at the end of lesson for evaluation/assessment.
 - The success of the group depends upon the efforts of everyone involved.
5. ICT Enabled Teaching Tools :
 - Faculty can use Projectors in the classroom for presentation.
 - Videos related to the topic can be shown in order to make the students understand the concept.
 - The e content can be sent to the students in LMS.
 - Quiz can be conducted to enrich the knowledge of the students.

6. Audio Visual Teaching :
 - Faculty can provide Video content recording of PowerPoint Presentation with HD audio.
 - For the recording, the faculty can use softwares like Screen O Matic, OBS etc.
7. Collaborative Learning :
 - Students organise their efforts between themselves (group-structured).
 - Students source material to help them complete the activity.
 - The activity is not monitored by the faculty (although they can help when assistance is requested by the group).
 - Students assess their own individual and group performance.
 - Success depends on individual strengths.
8. Tutorials :
 - A session given by a tutor is called a tutorial.
 - Tutorial could be provided to small group of students or it could be one to one session.
 - Slow learners can be taught with this method during the extra hour.
9. Case Study :
 - The case study can be used in any discipline when the faculty want students to explore about the topic and to apply in real world situation.
 - The faculty must encourage the student to analyse the problem.
 - Videos and field trip can help students to visualize the situation that they need to analyze.
10. Field Trip:
 - Field trips are a popular method for introducing students to concepts, ideas, and experiences that cannot be provided in a classroom environment.
 - The know more about the environment related activities, field trip can be arranged(can be implemented for EVS, Soft Skill and Value Education).
11. Lab Work :
 - The problem which can be solved in laboratory(English Lab, Psychology Lab, Computer Lab, Viscom Lab and so on).
12. Symposium:
 - A conference or meeting to discuss a particular subject is called Symposium.
 - The expert from industry can be identified for a particular topic. Symposium can be arranged by the faculty member in the department.
 - This helps the students to learn more about the topic and they can be exposed towards industry oriented learning.
13. Peer Teaching
 - Other faculty members (expert in the particular topic) can be invited for a guest lecture.
14. Games and Simulation :
 - Use of Game based Mobile App like Kahoot.
 - KAHOOT :
 - i) Download the kahoot app from play store or use kahoot.it in your browser.
 - ii) Sign in to the Kahoot app and create the quiz.
 - iii) Adjust game option as in Team mode.
 - iv) A unique Game PIN will be displayed at the top of the screen. Students enter this PIN to join the game in the Kahoot app or at kahoot.it in their browser.
 - v) Click Start once we can see all the players' nicknames in the "lobby".

vi) After the game, the results can be assessed in the Reports section.

15. Digital Learning :

- The students should register in the online course and can choose the course in which they are interested or to gain more knowledge.
- Courses can be choose from portals like NPTEL, Swayam, Khan Academy, IIT-B - Spoken Tutorial.

16. Group Discussion :

- A critical conversation about a particular topic among group of students.
- All members of the group have a chance to speak, expressing their own ideas and feelings freely, and to pursue and finish out their thoughts
- All members of the group can hear others' ideas and feelings stated openly
- Group members can safely test out ideas that are not yet fully formed
- Group members can receive and respond to respectful but honest and constructive feedback. Feedback could be positive, negative, or merely clarifying or correcting factual questions or errors, but is in all cases delivered respectfully.
- A variety of points of view are put forward and discussed
- The discussion is not dominated by any one person
- Arguments, while they may be spirited, are based on the content of ideas and opinions, not on personalities.

17. Role Play :

- Act of imitating the character and behaviour of someone who is different from yourself, as a training exercise.
- The group of students are chosen for the role play. The topic is given by the faculty. Based on the topic, the character is given to the student.
- The students are made to act like the character in front of the class. Time limit is decided by the faculty.
- Faculty and her classmates are given opportunity to give their opinion.

18. Flipped Class Room :

- Flipped classrooms are a popular pedagogical technique, delivering lectures before class so that students can engage in active learning and problem-solving activities during class.
- In flipped classroom, teachers provide the link of a particular topic to the students to review lecture materials before class as homework (Out of Class Activity).
- The lecture should not exceed more than 10 mins.
- The lecture can be recorded by the faculty or any you tube link can be given to the students(Video must be under Creative Common License)
- In the class, the students are dedicated to discussions, interactive exercises and independent work under the guidance of the faculty (In Class Activity).

Sample links for teaching pedagogy

- <https://tlc.iitm.ac.in/links.html>
- <https://ramanujancollege.ac.in/igac/institutional-best-practices-2018-19/>
- <https://www.iitbombayx.in/>

Classroom Management

- Conducting regular classes as per schedule is the primary work of a faculty member.
- The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.
- The Faculty Member shall dress, conduct and behave well to ensure that proper decorum is maintained between the students and teachers.
- All communications both verbal and written must be in English.
- The Faculty Member should have a good control of students both within and outside class.
- The Faculty Member should act with diplomacy and deal with disobedience by students maturely.
- The Faculty Member should go to the class on time.
- The Faculty Member should engage the full 50 minutes and should not leave the class early.
- Faculty member must structure their lessons in such a manner that it is completed within the stipulated time.
- The faculty member should cultivate suitable techniques in the lecture, to break the monotony.
- Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- The Faculty Member should use PPT, Models and various ICT tools as teaching aids.
- The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.
- The Faculty Member should take care of slow learners and pay special attention to their needs in special classes and motivate the advanced learners by assigning tasks as per their knowledge thrust.
- The Faculty Member should motivate the students and bring out the creativity in the students.
- The Faculty member handling lab sessions are expected to provide additional programs / lab work to clarify or enlighten the students.
- The lab observations / records must be corrected then and there or at least by next class.

Expectation from a Faculty Member

As a Teacher

- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- All the faculty members are expected to follow the established code of conduct for Teachers. (Reference: Teacher Code of Content Document: <https://www.shasuncollege.edu.in/wp-content/uploads/2020/01/Institutional-Teachers-Code-of-Conduct.pdf>)
- Faculty Members are expected to update their knowledge by attending Seminars / workshops/ conference. (40 hrs training)
- Faculty Members should attempt to publish text books, research papers in reputed UGC listed / International/ Indian Journals/ Conferences.

- The Faculty Members must strive to prepare herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Every Faculty Member is expected to extend her beneficial influence in building up the personality of the students.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by the department / college in academic, co-curricular or extracurricular activities.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance from HR and the same should be communicated to the department with proper alternate arrangements made for class / lab.
- In case of emergency, the HOD will be responsible for appropriate alternate arrangements for class / lab.
- The Faculty Member should regularly visit library and read the latest journals/ magazines in her area of research and keep herself abreast of latest advancements.
- The Faculty Member should always aim for 100% results in her subjects and work accordingly.
- The Faculty Member must preserve student records of attendance, test performance, progress and achievements and enter in ERP regularly.
- The Faculty Member is responsible for on time updation for all the documents assigned to her.

As a Researcher

- All research work conducted must be original, ethical and contribute to the development of society.
- Faculties must adhere to the code of ethics and academic honesty policy as given by affiliated University.
- The faculty members are expected to work for the funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standard.
- The faculty members facilitate discussions and collaborations with researchers from other institutes, with the possibility to work together in various thrust areas of national and international importance.
- The faculty members are expected to initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- The faculty members are encouraged to arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- The faculty members can conduct workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- The faculty members can organize visits to R&D organizations and disseminate information regarding the effective implementation of research projects.
- The faculty members are expected to suggest peer reviewed national and international journals for subscription in institute library.
- The faculty members are expected to motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions.

- The faculty members must keep themselves abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy(DAE), Defense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), All India Council for Technical Education(AICTE) , University Grants Commission (UGC), University of Mumbai etc.

To Create a Conducive Environment

- Faculties play an important role in creating a positive classroom environment and enhancing the performance of students.
- Faculties in the classroom need to understand and address the needs of students so that students are not only uplifted but also improve their behavior. It also enhances student involvement and learning.
- Faculties must know about their students' cultures, interests, extracurricular activities, personalities, learning styles, goals, and mindsets, the better you can reach them and teach them.
- Faculties must avoid judging the students and remain unbiased.
- Faculties should admit their faults occur in the class which shows that they are human and makes them more approachable.

To Maintain Confidentiality of Students' Credentials

Use of student information will be contingent upon agreement to the following conditions to ensure confidentiality:

1. No photocopies of documents related to students can be taken the permission of the respective Head of the Department.
2. No one must remove the student files from the college.
3. While working with student files, the faculty should maintain confidentiality while handling the data.
4. Students' information should not be shared with any outsiders at any cost. If it happens, the faculty will be held responsible for the consequences.
5. Discussion of the student by name or by any other identifying information outside of the college setting is a violation of the student's and parent's right to confidentiality and could be subject to legal action.
6. The students' grades should only be shared with respective student and their parents.
7. The students' medical information files cannot be disclosed to anyone other than their parent.

Professional Ethics of a Teacher

Roles and relationship with students

A professional code of ethics outlines teachers' main responsibilities to their students and defines their role in students' lives. Above all, teachers must demonstrate integrity, impartiality and ethical behavior in the classroom and in their conduct with the students.

Students Matter Most

They are entrusted with the role of providing a quality education to all students in the classroom. As a part of ethics, they cannot exhibit favoritism towards any particular student or even show discrimination against any of them. He/she is ought to interact with the pupils in an appropriate manner without taking any advantage. They must keep minimum contact with students outside the College premises, and if need arises, it must be related to some college event or function only.

Keep Learning

A professional code of conduct demands attentiveness to continuing education requirements and career development. They must research new teaching methods, attend classes to maintain their certifications, consult colleagues for professional advice, participate in curriculum improvements and stay up to date on technical advancements for the classroom. It's their duty to ensure that their teaching methods are fresh, relevant and comprehensive. Teachers must engage in educational research to continuously improve their teaching strategies.

Healthy Relationships Top the List

In addition to fostering healthy relationships with students; teachers must build strong relationships with parents, school staff, and colleagues in the community, guidance counselors and administrators. They must never discuss private information about colleagues unless disclosure is required by law. Always avoid gossip, including false or mean-spirited comments about coworkers. Part of the code of ethics requires cooperation with fellow teachers, parents and administrators to create an atmosphere that's conducive to learning. They might be called upon to train student teachers as they prepare to serve as educators, so a positive attitude and a team-centered mindset can make all the difference.

Safety for students:

Apart from making the learners understand the basics of different subjects, it is the teacher's responsibility to ensure students' safety by gaining their trust. They have to understand needs of each individual student and report incidences of harassment and bullying that occur within the school premises. Also, if there is a strong doubt of neglect or abuse at home, or when a student discloses any such case, then it must be immediately notified to the right authorities even if the involved student refrains from any such action.

Commitment towards the profession

Teachers must wholly commit to the teaching profession. Their classroom should promote safety, security and acceptance, always avoiding any form of bullying, hostility, dishonesty, neglect or offensive conduct. Anyone who aspires to work in this field must understand ethics related to this profession. They must represent accurate information about their qualifications, certifications of undertaken courses or workshops and

required licenses. The teachers must report the progress of students and be fair in giving grades for assessments. Manipulating it or purposefully reconstructing student responses can land them with fraudulent charges thus leading to loss of job.

Cooperating with colleagues

To provide a safe environment in the college, all teachers, administrators and non-teaching staff that must collaborate to give a rich learning experience for the learners. Every teacher associated with the institution must adhere to the guidelines set by administrators. They must bear in mind to follow expected rules; however, unreasonable it may occur to create a right example in front of students and not disrespect the authorities. In case of disagreement with a colleague over any trivial issue or a topic, the educators must sort out their differences in private. They should not speak negatively for their fellow employees and maintain appropriate relationships with them. In addition to this, the teachers must keep personal and professional life different and abstain from indulging in any adult behaviors.

Interaction with parents and community

Apart from colleagues, the educators must engage in positive interactions with parents or guardians for the child's future. In case of troublesome parents, the meetings must be conducted under the supervision of administrator or with the help from other teachers. They must not give into unduly demands by parents.

Teachers can be regarded as a guiding light as they play an important role in shaping the life of many individuals. They are strong role models and need to have a rational behavior towards the students. Following above ethics will help them in being impartial in their field and do the job honestly with professionalism.

Role of Teachers in Student Mentoring

Effective mentoring has a formative influence on the practice of teacher and has a significant impact on the level and depth of learning amongst students of those teachers. Without good mentors the quality of teaching and learning offered by teachers is demonstrably less effective teachers experience more stress and anxiety. The significant roles a teacher could play as a mentor include the following.

- Offering an ear to listen – being interested rather than interesting.
- Creating a safe space for sharing with unconditional positive regard and confidentiality.
- Identifying, acknowledging and appreciating what students bring to the school.
- Being passionate, positive and professional in their work with students – offering strong role modeling while becoming a trusted mentor.
- Being approachable, accessible and available when really needed (Students identify these qualities in their mentors as being very important).

- Assisting students to navigate and find their way through the college culture – and to understand how things are done around here.
- Encouraging students to make decisions and to exercise an appropriate degree of autonomy so that they can develop their own approach to learning.
- Encouraging students to experiment with their practice.
- Fostering positive, productive relationships with all students, their families and the wider community demonstrating respect for culture and diversity.

How to give effective feedback to the students

1. Feedback should be educative in nature.
2. Feedback should be given in a timely manner.
3. Be sensitive to the individual needs of the student.

There are a few different ways to approach the feedback process:

1. Be Affirmative on what is Right

Feedback is never just about the negatives. It should always include the positives and reassure students that they're on the right path with their thinking. This means avoiding sweeping generalizations like "Good work!" Even if it is good work, you should take the time to explain what made it so.

2. Correcting and Explaining

This is the most popular form of feedback because it works, and mistakes need to be corrected. It is inevitable that students will make mistakes. It's part of learning! But instead of marking a big 'X' and going to the next, explain why they got the answer wrong and direct their thought process onto the right path.

3. Go through the Process

Many questions have a thought process behind them and students are encouraged to show their work to see how they came up with their answer. This allows the teacher to see where the student's thinking is going. If an answer is wrong, then go through the steps to see if you can determine where it went wrong.

4. Self-Feedback

Encourage students to have a look at their own assignments and give themselves feedback, looking at what they can do better next time. This will provide to develop the capacity to have the eye for looking critically at their own work and improving.

Whom to Approach for What

The below table can be used as a reference for staff when in need, however apart from this if any staff needs clarification on whom to approach the same can be clarified with the Principal's Executive Assistant or the HR.

Principal Office	Vice Principal
All budget papers/Invoices/Academic Bills signatures/approvals	IQAC related queries
University notices/letters/report/signatures	Value added courses- requests
External examiners appointment letter signature	ISO Related document queries
All exam cell related papers for signature	IQAC related documents
Any general issue/complaints in the department or with any staff	Any general complaints/issues/queries in the absence of the Principal or otherwise
Scholarship/TC/mark sheet – attestation	

Accounts Department	Program Coordinators
Budget paper preparation/clarifications	Guest lectures
Facility related issues/requests	Industrial Visits/field trips
All event/general arrangement requests	Reports - General/Events/Workshops
General accounting issues/requests/clarifications	Vacancy/Work Load/Marks entry
PF/ESI/Pension/Gratuity/Insurance related queries	All other academic activities
Pay Slip requests/queries	
Form 16 related queries/requests	
Salary credit issues/queries	
Student fees related queries/issues/requests	
Scholarship related queries	

HR	Admin
All Placement/Creche related documents/queries	1.Ms. Deepika – Front office – Courier, letters (Inward and Outward), lost and found, ticket booking for travel, college seal, Transport arrangements for guests, Visitors, Press Release
All leave related issues and queries	2.Ms. Sankari – Stationary, Train Pass, Events Report, Printing and Publications, College Outpass
Letters - any letters needed or copies need for any purpose	3.Ms. Jothilakshmi – Bus pass, SC/ST Scholarship/ Government Scholarship, TC – passed out student, SMS to students/parents – Shift 2 / Condenation – Shift 2
Attendance related issues and queries	4.Ms. Gajalakshmi – TC, Graduation certificate (Absentees), Student Verification, SMS to students/parents – Shift 1, Condenation – Shift 1
Vacancy request	5.Ms. N. Vijayalakshmi/Ms. V.Gayathri /Mr.Babu – Facility related queries,requests
Exit Interview/No Due Process	6.Dr. S. Sridevi – Technical Support 7.Dr. B. Gomathi–ERP...etc
Any documents required for University	7.Ms. Vijayalakshmi. V.R – All exam cell related queries and issues
Salary issues and queries	8.Mr. Manikandan/Mr. Sowther – All IT related queries and issues, system related requests...etc
Any general issue/complaints in the department or with any staff	
Employee Handbook, policies, SOP related queries	
Mail ID/Employee ID creation/ ID Card	

Directors	
Dr. M. Malarkodi - Director - ShasunAlliance Industry / Shabash	Can be contacted for any queries related to SAI & Shabash
Dr. S.T. Deepa – Research Director	Can be contacted for any queries related to research or guidance.
Ms. N.M. Kavitha – Director IQAC	Can be contacted for any queries related to IQAC
Dr.S.Vimaladevi - Director - SANKALP	Can be contacted for any queries related to SANKALP
Dr.Rajshree Vasudevan - Director - Centre of Excellence - Art & Culture	Can be contacted for any queries related to Art & Culture
Mr.A.Ebenezer - Director - Centre of Excellence - Media, Entertainment & Communication	Can be contacted for any queries related to Media and Entertainment

HOD – All department HOD's can be approached for any department related query, request or issue.

Guidelines for Log Book Entry

The record of course and assessment	To be maintained by every faculty member for handling classes	
Name of the faculty	Should be filled IN CAPITAL LETTERS	
Department name	Name of the department to which the faculty belongs	
Programme	Name of the degree programme in which the course is taught along with other details(Shift, Course Code and Course Title, Academic Year and Semester) should be filled	Example: If you are a faculty of BCA and for 3 rd Semester taking CAB class in BBA Department, then the details are filled as: Name of the faculty: XXXX Department: BCA Programme: BBA Department Shift: I Course Title: Computer Applications in Business
Syllabus and name of the reference book	Printout of Syllabus should be taken and can be pasted	
Course objective and learning outcomes	One or Two Course Objective (CO) should be written along with the specific Learning Outcomes (LO) (2 or 3 statements for each unit).	
Session plan vs Syllabus coverage	Maintained and should be verified by the Head of Department by time to time.	<p>The unit number along with title of the chapter (in short term) should be written.</p> <p>Number of Hours Planned and topics Planned and Completed – should be specified in numbers. If the topic is not covered within the planned hour, the reason for deviation should be written. Special class taken to cover the topic, must be specified in the record of class work.</p> <p>After the completion of the syllabus, the revision should be done and the details are noted.</p> <p>The initial of the faculty should be put in</p>

		<p>Signature Column.</p> <p>HOD Signature must be got at the end of the week.</p>
Teaching plan	The topics to be covered for each unit must be hand written.	<p>In Plan date, the start date and end date (typed as per the college calendar) is given. It should not be changed.</p> <p>In the Actual date, write the starting date and end date (the days in which the faculty handled the class).</p> <p>If the faculty completed the specified portion with the actual date, then the <i>status of the plan is completed</i>.</p> <p>If the <i>status of plan is pending</i>, the reason of delay must be specified.</p> <p>If deviation, the additional / special classes take should be reflected in the record of class work.</p> <p>The initial of the faculty should be put in Signature Column.</p> <p>HOD Signature must be got at the end of the week.</p>
Teaching plan	Revision, Remedial Coaching details to be filled at the end of the semester	<p>The revision should be done and the dates are filled as in the above step.</p> <p>The Remedial Coaching should be given to the slow learners (for current semester).</p> <p>In the Actual date, write the starting date and end date (the days in which the faculty handled the remedial class).</p>
Record of class work	Updated by the faculty after completing each class.	<p>The current date, day order (written in roman letter), period and unit number should be written.</p> <p>The topic which faculty took in the class should be written along with the teaching strategy used in the class. The various teaching strategies are specified in the</p>

		<p>back of front page.</p> <p>The initial of the faculty should be put in Signature Column.</p>
Question paper	The print out of question paper (Internal Test I, Internal Test II, Model Exam) should be pasted.	
Continuous internal assessment	The register number and the name of the student should be written by the faculty.	<p>The marks should be entered after each test.</p> <p>Once the mark for internal exam and Model exam is entered, the IA(5) and model(5) can be entered from ERP.</p> <p>IA Total(10) should be calculated and written in the specified column.</p> <p>The assignment and seminar mark should be entered by the faculty.</p> <p>The attendance should be entered for the concerned subject from ERP.</p>
Result analysis	Written with the help of ERP	
Plan of action for absentees and failures	Should be taken from ERP	<p>The Plan of action (within the tabular column) should be written by the faculty (like Assignment, Retest and so on).</p> <p>At the end of the semester, HOD must put their signature after checking all the details.</p>
Assignment	Date , Topic, Mode of submission and Date of Submission should be filled by the faculty	<p>Date: Given date</p> <p>Topic: topic for the Assignment</p> <p>Mode of submission: Online, Handwritten</p> <p>Date of submission: Due Date</p>
Guest lecture	The Guest Lecture should be conducted for each subject. The name and designation of the Guest must be specified along	

	with the topic in which the lecture was done. Number of students benefitted must be specified.	
Class room activities	<p>The type of activity done in the classroom can be recorded here along with the number of students participated (Role Play, Quiz, Group Discussion and so on)</p> <p>The photo evidence (Geo tagged), attendance sheet, addition materials used, sample assignments should be kept as supporting documents.</p>	
Curriculum Mapping Matrix (PO Vs CO)	The Mapping of PO Vs CO should be written as per the subject in the concerned department (for the Assessment). The mapping is based on the level of contribution (How much the Course Outcome (CO) is supporting to achieve the Program Outcome (PO)). Level of contribution of a particular CO for a particular PO should be specified in numbers (1/2/3) (3 –High, 2- Medium, 1-low).	
Time Table	<p>Subject Code should be filled in the space provided - At the beginning of the course (as per the faculty time table).</p> <p>Subject Code must be written in CAPITAL LETTER.</p>	

ERP Academic & Leave Module

ERP

Our College ERP system (**eVarsity Shasun**) provides a simple interface for maintenance of different student, department, faculties others information. Our college ERP system has all the information about the students, teachers, departments and other respected information. Our system allows a faculty to enter or input student's attendance, Marks into the database which can later be viewed by students and faculties. The students can view his/her attendance, marks through a separate student login. The staff can upload the time tables for various departments for exam preparation. The time table is then available to be viewed by faculties and students on the web portal. These systems have easy user interface and have powerful data management system which makes this system is very useful.

To access eVarsity Shasun use the below URL

<https://erp.shasuncollege.edu.in/evarsityshasun/usermanager/loginManager/youLogin.jsp>

Login credentials will be provided to the newly joined staff to access to e-Varsity ERP. On Successful login, user can have access to below modules.

Academic Module

Following **interfaces** are used in academic module.

Class time table creation:

Menu Access Main Menu >> Academy >> Transaction >> Class Timetable.

Follow the below steps to create Time Table for the particular program Section

Step 1: Select Program section from the drop down list

Step 2: Select Day order template from the drop down list.

Step 3: Click on the required course, which is to be assigned to the appropriate cell of the selected program section timetable template displayed on the right side.

Step 4: Click on the appropriate cell to assign the selected subject. (Assignment of the same subject to different cells is possible and also multiple subjects can be assigned to the same cell).

Step 5: Click on the 'Assign' button to save the generated class timetable for the selected program section into ERP system

To deselected a cell:

Step1: Click again on the selected subject, it become deselect.

Step2: Double click on the subject assigned cell, will remove the subject from the cell means not assigned.

Staff time table creation:

This interface is used to prepare staff timetable by using the below menu.

Menu Access Main Menu >> Academy >> Transaction >> Staff Timetable

To generate Timetable for a Staff

Step 1: Select the staff name from the Employee drop-down list.

Step 2: Select the program from the Program wise Section drop-down list.

Step 3: You will see the corresponding timetable in the Sections Timetable section on the right.

In the timetable, the enabled cell indicates the subjects assigned to the selected staff.

Step 4: Click on the enabled cell to prepare the timetable for the selected staff.

Step 5: Click Assign button to save the staff timetable in ERP.

Attendance Entry:

Concerned teaching faculty can mark their student attendance for appropriate day order.

Main Menu >> Academy >> Transaction >> Attendance Entry

Step1: By default, the day order should be the appropriate day order for the entered date. If requires, user can check the check box associated with 'Mark for Other day order' option to mark attendance for any other day order.

Step 2: User can click on the appropriate cell for marking attendance of the students. The details in the cell are program section and the course. The students associated with the corresponding slot alone listed.

Step 3: User can click on the attendance status cell to change the attendance status from present to absent or vice versa.

Step 4: Click 'Save' button to save the attendance details.

Delegation Entry:

Using this interface staff can delegate his/her hour to another staff.

Main Menu >> Academy >> Transaction >> Delegation Entry

Step 1: By default the attendance date should be the current date. If requires, user can change the attendance date. [Optional]

Step 2: Click on the 'Ok' button to change the day order displayed appropriate to the changed attendance date.

Step 3: By default, the day order should be the appropriate day order for the entered date. If requires, user can check the check box associated with "Mark for other day orders" option to delegate the hour.

Step 4: Click the required cell to be delegated

Step 5: Select the Delegating To staff from the list

Step 6: Click 'Save' button to save the delegation entry details.

Internal Mark Entry:

This interface intakes internal mark details of students for a course.

Menu >> Academic >> Transaction >> Internal Mark Entry

To make a new entry follow these steps,

Step1: Select Exam Date

Step2: Select the Test Component to which internal mark is to be entered You will have the list of subjects and program sections related to Test Components

Step3: Select the Subjects, students belong to program wise sections and subject would appear in list Step 4: Enter Mark Obtained by the student in Text boxes

Step 5: Click the Check Box if the student was absent

Step 6: Click “Save” button to complete the Internal Mark entry

Reports:

This interface is used to view all the reports related to leave management module.

Menu >> Academic >>Reports >> ...

Leave Module:

Leave or Permission can be applied and approved using this interface.

Leave Entry:

Menu >> Leave Management >>Transaction >> Leave Application

Follow below steps to apply leave

Step 1: Select leave application Step 2: Choose leave type.

Step 3: Select From and To date

Step 4: Mention the reason for taking leave

Step 5: Click on Apply Leave button to complete the process.

Step 6: Check your leave status and details in the right side of the same window.

Permission Entry:

Menu >> Leave Management >>Transaction >> Permission Application

Follow below steps to apply leave

Step 1: Select permission application

Step 2: Select From and To date and time.

Step 3: Mention the reason for taking leave

Step 4: Click on Apply button to complete the process.

Step 6: Check your permission status and details in the right side of the same window.

Reports:

This interface is used to view all the reports related to leave management module.

Menu >> Leave Management >>Reports >> ...

MENTORING

MENTOR – MENTEE REPORT FORMAT

Name of the Mentor			
Name of the Mentee			
Class			
Department			
Telephone Number			
Permanent Address			
MENTORING SESSION I		Date of Conduction:	
Academic performance	Extracurricular participation	Overall Impression	Suggestions
MENTORING SESSION II		Date of Conduction:	
Academic performance	Extracurricular participation	Overall Impression	Suggestions
MENTORING SESSION III		Date of Conduction:	
Academic performance	Extracurricular participation	Overall Impression	Suggestions

MENTOR – MENTEE GUIDELINES

- Each student will be randomly assigned a mentor (a staff from the college)
- The mentor and the mentee need not necessarily belong to the same department.
- It is important that the mentor keeps in contact with the assigned mentee, periodically.
- In each semester, the mentor should have reached out to the mentee a minimum of two times.
- The role of the mentor is to follow up on the overall wellbeing of the student and provide the necessary guidance. .
- If at point the need for further intervention is identified, a decision needs to be made where the welfare of the mentee receives the highest precedence.

- The records need to be maintained by the respective mentors in the format provided.
- The record maintained requires only the academic performance, extracurricular participation and an overall impression of the student.
- Detailing of extensive personal information must be avoided in the report.
- The mentor needs to maintain ethics and confidentiality at all points.
- The mentoring process involves only guidance and if at any point the mentor identifies the need for counselling or therapy; it is the duty of the mentor to guide the mentee towards the same.

GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT

1. ATTENDANCE

- All UG and PG Students must earn 75% and above of attendance for appearing for the University Examination. (Theory/Practical)

(a) Condonation of shortage of attendance:

- Students who obtained **65 - 74%** of attendance should pay condonation fee of Rs.250/- each for Theory/Practical examination separately and they are eligible to write both regular and arrear exams.

(b) Non-eligibility for condonation of shortage of attendance:

- Students who obtained **50 - 64%** of attendance are **NOT ELIGIBLE** for condonation of shortage of attendance. The students whose name were enrolled in nominal roll are eligible to write the arrear exams only and will not be permitted to appear for the regular examination

(c) Detained students for want of attendance:

- Students who have earned less than **50%** of attendance will be permitted to proceed to the next semester and to complete the Program of study. Such Students shall have to repeat the semester, which they have missed by rejoining after completion of final semester of the course, by paying the fee for the break of study as prescribed by the University from time to time.
- Name of Students (under category (a), (b), (c)) should be forwarded to the University along with their attendance details in the following format mentioning the category. The list shall be prepared Year wise/Branch wise/Semester wise together with the fees collected from them, so as to enable them to get permission from the University and to attend the Theory/Practical examination subsequently without any difficulty.

S.No.	Class	Name	Percentage	Reason

2. ASSIGNMENT

- For each subject, at least 3 assignments must be given to students and the maximum marks for each assignment is 5.
- The assignment topics should be chosen with the objective that the students must have further understanding of the theories and concepts covered in the subject and to possess in-depth analysis on the subject
- The submission dates for all assignments must be strictly adhered as per the exam calendar.
- Assignments shall be submitted either in hand-written format or type-written form.
- Assignments should be submitted only in A 4 size paper.
- The subject in-charges evaluate the assignments by writing useful comments in the appropriate places and the evaluated papers should to be returned to students within one week after the submission date.
- Do not accept an assignment if it is copied from the assignments of other candidates. If copying is noticed, the assignments of candidates who has copied as well as who has written originally shall be rejected. A new topic shall be assigned to such students with the submission deadline extended to 4 days, failing which the respective assignment mark will be awarded zero (0).
- The front page of the assignment must contain the following details:
 - Register Number
 - Name
 - Degree / Branch
 - Year / Semester
 - Subject Code / Subject Name
 - Assignment No./ Assignment Title
 - Signature of the student
 - Submission Date

3. STUDENT SEMINAR

- A student should take up one seminar for each subject and the maximum marks awarded is 5.
- A list of topics from the relevant subject shall be prepared by the subject in-charge and the students may be permitted to choose one topic among them.
- The subject-wise schedule for the seminar should be prepared as per the dates mentioned in the exam calendar and the same should be notified to the students by putting up a copy in the notice board.
- Students should be insisted to prepare a presentation for the seminar topic
- The duration for the presentation shall be a maximum of 10 minutes for each student.
- At the end of presentation, marks shall be awarded by the subject in-charge by taking into account the following components of the presentation:
 - Content preparation
 - Communication Skill
 - Questions Answered

4. EXAMINATION AND EVALUATION

- For all UG and PG courses, Internal and End semester examinations will be conducted by the college as per the norms prescribed by the University of Madras.

Marks for Internal and End Semester Examinations

Category	Theory	Practical
Internal Assessment	25	40
End semester (University) Examination	75	60

Internal Examination

- For all UG and PG courses, 2 Internal exams (I & II) and a Model exam is conducted for each subject in a semester
- The schedule for all the internal exams will be strictly adhered as per the exam calendar.
- The syllabus for the internal exams shall be decided by the respective subject in-charges according to the Lesson plan.
- The Model examination for all theory and practical subjects are conducted with compliance to the University semester pattern.
- The duration and maximum marks for the internal exams are as follows:

Exam	Duration	Max. Marks
Internal I	50 Minutes	25
Internal II	1 Hour 40 Minutes	50
Model	3 Hours	75

Question Paper Setting

- The question paper for each subject should be prepared as per the blue print provided by the exam cell and the same to be submitted in exam cell for making photocopies within the submission date specified in the exam calendar.
- The answer key for each question paper has to be prepared with proper keywords and split of marks.
- No. of question papers for each subject with answer key is as follows:
 - Internal I - 1 question paper / subject
 - Internal II – 1 question paper / subject
 - Model Exam – 2 question papers / subject
- The 2 copies of model exam question papers should be unique. Repetition of one question in section B & section C is permitted.
- Follow the formatting and numbering in the question papers as specified in the format

Conduct of Internal / Model Examination

Internal I / II

- The Internal Exams I & II are conducted in the respective classes by each department.
- Staffs should ensure that the tests are conducted as per schedule and the answer scripts are dispatched to the subject in-charges on the same day after the completion of test.
- The Attendance sheet, Disbursement sheet and Result analysis of internal exams I & II are submitted to the exam cell within 7 days after the completion of tests.

Model Examination

- Model examination is conducted in a centralized way for all departments of the college by the exam cell.
- The invigilation schedule is circulated to all staffs through mail.
- The invigilators assigned duty for the day collect the question paper from exam cell 30 minutes before the commencement of exam.
- They shall permit the student inside the exam hall after verifying the seating plan and ID card.
- The question papers should be distributed to the students on time and the invigilators must ensure that no malpractice takes place in the exam hall.
- Attendance for the students should be marked in the attendance sheet without any error.
- At the end of model exam the invigilators must collect the answer papers from all students and handover it to the exam cell.
- The subject in-charges should collect their respective answer papers within one day after the completion of the exam.

Evaluation of Internal / Model Examination

- The respective subject in-charge evaluates the test paper within 4 days after the test and make sure they are distributed to the students for re-totaling and clarification.
- Any clarification raised by the students should be addressed clearly by the staffs to ensure the fairness of evaluation process.
- The marks secured by the students are recorded in the staff log book and the same is entered in the ERP.
- The follow-up actions are planned and implemented by the subject in-charge. The class-wise consolidated mark statement for unit tests / model exam is documented in the department.
- Subject wise feedback for failure and absenteeism is collected from students and analysis must be performed by the staff for appropriate corrective action.

- To ensure the effectiveness of course content and delivery the HOD coordinates with subject in-charge and discuss the result analysis.
- The failures and absentees list of every subject is prepared and the plan of action is recorded in the department meeting minutes. The plan of action should be completed within the target date provided in the exam calendar.

5. CONTINUOUS INTERNAL ASSESSMENT

- The procedure for awarding internal marks for Theory and Practical examination are as follows:

Course	Particulars	Marks
Theory Papers	Internal Test I & II	05
	Model Exam	05
	Attendance	05
	Seminar	05
	Assignments	05
	TOTAL	25
Practical Papers	Internal Test I	15
	Model Exam	15
	Attendance	05
	Record	05
	TOTAL	40
Project	Internal Marks (best 2 out of 3 presentations)	20
	Viva-Voce	20
	Project Report	60
	TOTAL	100

- **Awarding Marks for Attendance (out of 5)** Attendance below 60% = 0 marks, 61 % to 75% = 3 marks, 76 % to 90% = 4 marks and above 91%= 5 marks
- **Conducting Practical and Project Viva-voce Examination:** By Internal and External Examiners

6. QUESTION PAPER PATTERN:

INTERNAL I:

(a) All UG courses [Except B.Com Honours]:

SECTION – A

(200 words) 3 questions (Answer all the questions)

(3 * 5 marks = 15 marks)

SECTION – B

(500 words) 1 question (Answer all the questions)

(1 * 10 marks = 10 marks)

TOTAL = 25 marks

(b) B.Com (Honours):

SECTION – A

(200 words) 2 questions (Answer all the questions)

(2 * 5 marks = 10 marks)

SECTION – B

(500 words) 1 question (Answer all the questions)

(1 * 15 marks = 15 marks)

TOTAL = 25 marks

(c) All PG courses:

SECTION – A

(200 words) 5 questions (Answer all the questions)

(5 * 1 mark = 5 marks)

SECTION – B

(500 words) 2 questions (Answer all the questions)

(2 * 5 marks = 10 marks)

SECTION – C

(500 words) 1 question (Answer all the question)

(1 * 10 marks = 10 marks)

TOTAL = 25 marks

INTERNAL II:

(a) All UG courses (Except B.Com Honours)

SECTION–A

(30 words) 5 questions (Answer all the questions)

(5 * 2 marks =10 marks)

SECTION – B

(200 words) 4 questions (Answer all the questions)

(4 * 5 marks = 20 marks)

SECTION – C

(500 words) 2 questions (Answer all the questions)

(2 * 10 marks = 20 marks)

TOTAL = 50 marks

(b) B.Com (Honours)

SECTION–A

(30 words) 5 questions (Answer all the questions)

(5 * 2 marks =10 marks)

SECTION – B

(200 words) 2 questions (Answer all the questions)

(2 * 5 marks = 10 marks)

SECTION – C

(500 words) 2 questions (Answer all the questions)

(2 * 15 marks = 30 marks)

TOTAL = 50 marks

(c) All PG courses

SECTION–A

(30 words) 5 questions (Answer all the questions)

(5 * 2 marks =10 marks)

SECTION – B

(200 words) 4 questions (Answer all the questions)

(4 * 5 marks = 10 marks)

SECTION – C

(500 words) 2 questions (Answer all the questions)

(2 * 10 marks = 20 marks)

TOTAL = 50 marks

MODEL & END SEMESTER (UNIVERSITY) EXAMINATION:

(a) M.Phil

Answer any FIVE questions choosing not more than three in each section. (5x20 = 100)

SECTION – A

(500 words) Not more than 3 questions out of 5 questions

SECTION – B

(500 words) Not more than 3 questions out of 5 questions

(b) All UG courses (Except B.Com Honours)

SECTION–A

(30 words) 10 questions out of 12 questions

(10 * 2 marks =20 marks)

SECTION – B

(200 words) 5 questions out of 7 questions

(5 * 5 marks = 25 marks)

SECTION – C

(500 words) 3 questions out of 5 questions

(3 * 10 marks = 30 marks)

TOTAL = 75 marks

(c) B.Com (Honours)

SECTION – A

(30 words) 10 questions (Answer all the questions)

(10 * 2 marks = 20 marks)

SECTION – B

(200 words) 5 questions out of 8 questions

(5 * 5 marks = 25 marks)

SECTION – C

(500 words) 2 questions out of 3 questions

(2 * 15 marks = 30 marks)

TOTAL = 75 marks

(d) All PGcouses

SECTION – A

(30 words) 10 questions out of 12 questions

(10 * 1 mark = 10 marks)

SECTION – B

(200 words) 5 questions out of 7 questions

(5 * 5 marks = 25 marks)

SECTION – C

(500 words) 4 questions out of 6 questions

(4 * 10 marks = 40 marks)

TOTAL = 75 marks

7. PASSING MINIMUM

- There shall be no passing minimum for Internal.
- For external examination and aggregate [External/Internal], passing minimum for each Paper/Practical/Project and Viva-Voce:

Degree	Minimum Pass %
All UG (Except Honours)	40
B.Com Honours	50
All PG	50

Administrative Duties		
S. No	Non Academic responsibilities	Academic responsibilities
1	Council coordination	Maintaining Attendance register
2	Club coordination	Maintaining University Mark register
3	sports coordination	Maintaining Files relevant for NAAC & ISO
4	Sakthi cell coordination	Maintaining Log book
5	Convenor for Cultural activities	Maintaining
6	Convenor for department events	Preparing Result analysis after internal assesment
7	convenor for intercollegiate events	Preparing Result analysis of University results
8	School marketing	Mentoring the students who are allotted to us
9	Canteen coordination	Entering Marks& student data in ERP
10	Campus coordination	Preparing monthly attendance percentage
11	floor incharge	counseling to students (Psychology department)

12	Coordination with the professional bodies like CII, HCC, ACC, CSI, ICTACT, MMA	Escorting the students for the industrial visit & Educational tour
13	college Ranking coordination	Criteria owner for NAAC process
14	Coordinator for Ragging redressal cell	Criteria owner for ISO process
15	Coordinator for Grievance redressal cell	Exam cell coordination
16	ERP coordination	
17	Library coordination	
18	scholarship coordination	
19	Apollo shine coordination	
20	Alumni coordination	
21	Coordination for various Forums	

Facilities for a faculty member

1. **Incentive** – An amount in addition to the salary is given to staff who achieve 100% results in their class/department.
2. **Bonus** – Both Academic and Non-Academic staff receive a considerable amount as a bonus for the year during the month of Diwali.
3. **Insurance** - Both Academic and Non-Academic staff are being covered under medical insurance. Insurance is provided for self, spouse and kids.
4. **Seminar/ Workshop/Conferences** – Staff who attend Seminar's/Workshop's or Conferences are eligible to claim reimbursement of 50% of the registration fee.
5. **POSH** – The College POSH committee is set up to educate all staff from time to time about the Prevention of Sexual Harassment.
6. **Grievance Cell** – The College Grievance cell is to help staff with any grievance they are facing and to help them in solving the same.
7. **Tenure Completion** - Both Academic and Non-Academic staff who complete a tenure of 5/10/15/20 years in the college are given a certificate and an award on College day as a token of appreciation.
8. **Paper Presentation/Publication** – Staff are encouraged to do research and present/publish papers outside the college and are eligible for a reimbursement of 50 % of the registration fee.
9. **Discount on Fees** – Staff whose children are studying in the college are eligible for a discount/reduction in the tuition fees.
10. **Tea/Coffee** – Staff are provided with tea/coffee twice a day as refreshment.

11. On Campus health center – **Apollo Shine** – staff/students who are unwell can go for a check up to the Apollo Shine center to get treated, those who are in need of first aid as well can use this facility which is available throughout the day on campus.
12. **Gym** – A gym facility is available for all staff and students to use during the day.
13. **Creche** – Facility is provided by the college for staff and students to leave their kids during the day.
14. **Ph.D Increment** - Provided to staff who complete their Ph.D after they join Shasun. 9 % on their basic salary is given the following year after completion of their Ph.D.
15. **AGP** - Academic Grade Pay based on the years of experience in Shasun

Personal Health Maintenance

All staff should see to it that they maintain their health and are fit for work. The college provides a Gym facility for those who are interested to make themselves fit.

Staff should take extra care to check their health regularly so that they do not fall sick and are fit to come to work.

Personal health means both physical and mental health. A few tips to help in maintaining your health:

1. Eat Healthy
2. Exercise
3. Drink lots of water to keep hydrated
4. Sleep well
5. Think Positive
6. Stay Calm