



RIGHT TO INFORMATION ACT, 2005
MANUAL u/s 4(1) (B) OF ACT
ST. FRANCIS DE SALES COLLEGE
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A. Particulars of the institution

St. Francis De Sales College, Nagpur, popular as SFS College, is a Roman Catholic Minority Institution established in 1956, located in green peaceful surroundings on the Seminary Hills. Though a minority institution, the College employs staff and welcomes students irrespective of religion, caste or regional or financial background. The College is permanently affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, and recognized by the UGC vide certificate 2(f), 12 (B). The College is a co-educational institution with both grant in aid and self-financed programmes. It has undergone the 3rd cycle of accreditation by NAAC in 2015 and has been awarded A grade with a CGPA of 3.23.

The Vision and Mission of the College are inspired by its motto, 'Truth and Love'. Its mission is to promote excellence in academics and integrity of character, and developing a scientific temperament for a caring, impartial and inclusive society. The vision is to create and facilitate an environment for knowledge, research, skill, self-reliance and humanitarianism that propels the young to build a caring and sharing society.

The College is equipped with modern infrastructural facilities including those for ICT for overall growth of its students through academic, co and extracurricular activities, which are well aligned with the prescribed syllabi of the University. Four Undergraduate programmes in the faculties of Arts, Science and Commerce, along with four post graduate programmes in Science and one career oriented course are presently taught by the College.

Please see <https://www.sfscollege.edu.in/about-us/> for further details.

B. Statement of officers, employees and the boards, councils, committees and bodies in the institution.

SFS College is managed by the SFS College Society, under the purview of the Nagpur Roman Catholic Diocesan Corporation Pvt. Ltd, under the Chairmanship

of His Grace Most Reverend Dr. Elias Gonsalves, Archbishop of Nagpur Diocese. Policy is framed by the College Development Council consisting of Chairman, members of Management, Principal, IQAC Coordinator, and representative members of teaching and non-teaching staff. Principal directs and oversees the implementation and execution of policies through Heads of Departments, Cells under IQAC and different subject associations. Details of the organisational structure are available at

<https://www.sfscollege.edu.in/>

<https://www.sfscollege.edu.in/governing-body/>

<https://www.sfscollege.edu.in/members-of-iqac/>

https://sfscollege.edu.in/wp-content/uploads/2020/02/SFS_Calendar-2019-20.pdf

C. Powers and duties delegated to the officers and employees

For efficient implementation and execution of policies there is a structured delegation of powers. This ensures thorough execution as well as accountability. This is well explained by the organogram of the college. Please see <https://www.sfscollege.edu.in/wp-content/uploads/2021/04/Organogram2.pdf> for details.

D. The procedure for the decision-making

All decisions made by Management, CDC and Principal are in tune with the motto, vision, mission and objectives of the College. The Principal, as the Administrative and Academic Head of the College plans, exercises control and supervises all aspects of admission, teaching and conduct of internal and University examinations, conduct of co-curricular, extra-curricular, extension and other quality related activities through the medium of the organisational structure such as office, Departments, IQAC or Cells under it, to which

responsibilities are delegated. The persons given the responsibility are answerable to the Principal.

E. The rules, regulations, instructions, manuals and norms governing discharging of functions.

The College abides by the rules and regulations prescribed by the UGC, Government of Maharashtra and the RTM Nagpur University through Rules, Codes, GRs, Circulars, Directives and Directions in force from time to time. In addition, the College has its own code of conduct, outlining the expectations from the teachers, non-teaching staff as well as students for moral and fitting conduct in the institution in particular and in the society on the whole. The same are elaborated in the College Prospectus and academic calendar. Please see <https://www.sfscollege.edu.in/code-of-conduct-for-students/> for further details.



St. Francis De Sales College, Nagpur

Code of conduct for teachers and non-teaching staff

1. Code and conduct of teachers and non-teaching staff are mainly governed by Maharashtra Civil Service Rules and University statutes.
2. All members of staff shall act in accordance with the vision, mission and core values of the institution.
3. During the period of service all the members of the staff shall employ themselves honestly and efficiently under the order of the Head of the Institution. No member of staff shall conduct himself/ herself in any manner that may adversely affect the reputation of the Institution, and shall always have integrity towards the institution.
4. No member of the staff shall engage in any political activity within the institution campus, or engage themselves in any remunerative work other than service to the institution and work assigned to them by the University.
5. All the members of the staff both teaching and non-teaching must record on biometric machine, the time of their entry and exit on all working days, as well as regularly sign the attendance register maintained by the head of the institution. No staff member shall be normally allowed to leave campus without prior permission of Principal.
6. All the members of the teaching staff must attend the Institution punctually as per allotted time table, and shall complete 40 hours of duty per week, subject to at least 5 hours per day, as per UGC Rules. Teaching staff members are required report before 11.30 am
7. Every teacher shall be available in the institution on each working day and shall perform such duties as assigned to them by Principal. The routine duties shall consist of allotted hours of teaching theory/practical per week. In addition, they have to conduct periodic tests/ examinations, perform invigilation work, evaluation, and must be available for general assistance to students in solving their difficulties, participation in extracurricular activities and for institutional support activities whenever required.
8. The normal working period for the office staff shall be 9.30 am to 5.00 pm with half an hour lunch break(1,30 pm to 2 pm) on all working days from Monday to Friday, and from 9.30 AM to 1.30 PM every Saturday.
9. Normal working period for laboratory staff shall be 9.00 am to 5 pm with half an hour lunch break as per time table followed in their respective departments on all working days.
10. Teaching staff members who may have to proceed on leave without prior intimation or are likely to be delayed for work must intimate their respective Heads of Departments as well the Principal so that classes can be engaged properly.
11. Reporting late for duty by non-teaching staff 15 minutes later than the appointed time without prior permission shall be recorded as late attendance. For every three days of late attendance in a calendar month an employee will lose one day casual leave from his account, and where no casual leave is balance, the Principal will have a right to treat is as leave without pay.
12. In pursuance of the general interests of the institution all staff shall be required to attend duties on any national and festival holidays in case functions to celebrate such occasions are organized by the institution.
13. Eligibility for leave shall be as per Maharashtra Civil Service (Leave) Rules, and availability of such leave due to an employee.
14. In case members of vacation staff are required to report for work during vacation, they shall be compensated by Compensatory Leave of 1 day for every 3 days of such work.
15. Staff members leaving headquarters for any reason must intimate the same in writing to the Principal.



Thomas K.T
Principal

St. Francis de Sales' College
Nagpur

F. Categories of documents and records

The SFS College maintains the following documents:

- **Administrative:**

- Certificates of affiliation to RTM Nagpur University
- Proof of recognition by UGC under 2(f), 12 (B).
- Rule Books, College Code, GRs, circulars and directives received from UGC, Government and RTM Nagpur University, and all correspondence made with these authorities in this regard.
- Personal files and service books of staff.
- Documents related to sanction, appointments and promotions of staff.
- Documents related to sanction and continuation of non-grant courses.
- Minutes of CDC meetings.

- **Accounts:**

- Details of fee collection
- Details of salary paid to staff members
- Letters of grants received from UGC for General development under various plans, for Minor Research Projects and accounts of the same.
- Sanction of grants received under RUSA, Maharashtra, for new facilities, renovation and equipment and accounts of expenditure from the grants.
- Budget of the College for each academic session.
- Regular audited statements of income and expenditure of the College.
- Accounts of University examinations conducted in the College.

- Books of account such as Cash Book, Ledger, vouchers, bank statements, etc.

- **IQAC:**

- Details of previous accreditation by NAAC
- Annual plans of the College.
- Annual Quality Assurance reports.
- Minutes of IQAC Meetings and action taken.
- Record of activities by Cells and Associations in the College.

- **Academic:**

- Details of admissions
- Roll lists of students admitted
- Attendance records
- Record of Unit Tests and Preliminary examinations conducted
- Record of examinations conducted by University
- Results of examinations conducted by University

G. The particulars of consultations with, or representation by, members of the public

The institution is in contact with various stakeholders such as parents, alumni and academic peers, with whom there is frank exchange of ideas. Alumni are active in conducting talks and workshops for students. Parents interact with Principal and staff members during their visit to College. Academic peers provide their contribution through talks and guest lectures on topics of contemporary importance. Expectations from stakeholders are assessed by means of informal as well as formal offline and online feedback which is assessed periodically and action is taken accordingly. Prominent academicians and representatives from industry find place as external members of IQAC, who always provide valuable inputs for quality enhancement. Please see

<https://sfscollege.edu.in/wp-content/uploads/2020/02/Alumni-Feedback-Form.pdf>

<https://www.sfscollege.edu.in/wp-content/uploads/2021/06/Feedback-analysis-Report.pdf>

<https://www.sfscollege.edu.in/members-of-iqac/> for further details.

H. Details of strategies for mobilisation and utilization of funds

Funds form an important basis for development of the College and of its students. Funding for developmental purposes is sought from agencies such as UGC and RUSA. UGC has been funding general development of the College as well as research projects submitted by faculty. RUSA under Component 9, recently sanctioned an amount of Rs. 2 crore, from which various developmental works have been undertaken. Funding for self- financing non-grant courses is entirely through collection of fees, with inputs by Management as and when required.

Canons of financial propriety are observed meticulously during the mobilisation, management and utilisation of funds. Most expenses are budgeted and pre-approved by the Management in budget presented during the CDC meetings. Other contingent expenditure is borne by the College from funds available.

Funding is also received from NGOs for conduct of seminars and conferences by the College. Corporate houses and organisations also provide funds for development as a part of Corporate Social Responsibility.

Proper records of beneficiaries and accounts of all the funds are maintained and submitted to the funding agencies.

Regular audits are conducted internally and externally.

I. The manner of execution of subsidy programmes and the details of beneficiaries of such programmes.

Funds for student development are mobilised mostly through Government scholarships. The process of dissemination of information about the available scholarships and subsequent application by eligible students for which is coordinated by the College. Scholarships are credited directly into accounts of students. A list of such beneficiaries is maintained by the College.

Other scholarships for needy students are instituted by the College from funds received from philanthropic individuals and organisations. The Student aid fund is instituted by the faculty members themselves through contribution from salary. The Late Dr. Sudhakar Landge Memorial scholarship and Geeta Israni Scholarship have also been initiated recently. Beneficiaries are identified through vetting of student applications by faculty members and lists of selected beneficiaries are forwarded to the Principal. They are paid by cheque and records of disbursement are maintained by the accounts section.

J. Names, designation and other particulars of the Public Information Officers

The College website, www.sfscollege.edu.in is open to queries in the contact us tab. Further, details of public information officers are publicized as board in the College, College and prospectus. The names of Public Information Officers are as under:

Public Information Officer:

Dr. (Mrs.) A.P. Paradkar
 Librarian,
 St. Francis De Sales College Nagpur
 Email:
paradkar.sfscollege@gmail.com
 Contact No.: 9545900636

Appellate Authority:

Dr. K.T. Thomas,
 Principal,
 St. Francis De Sales College Nagpur.
 Email: thomassfscollege@gmail.com
 Contact No.: 9673919045