

ST. FRANCIS COLLEGE
Koramangala, Bangalore 560 034

Staff Induction Manual

Your guide to the organization

Director's Message

St. Francis College (SFC) warmly welcomes you, as you are aspiring to take up teaching, as a mission of your life in SFC! I assure you that you will have an enriching experience at SFC! In SFC, besides teaching we also strongly emphasize on the importance of orientation towards research, discovery of unknown and creation of knowledge which is the integral part of the teaching profession. We encourage our teachers to discover new know-how, write research papers, obtain patents etc. We are at developing a new breed of professional educators, who in turn will orient their students towards self-learning through research; in the words of Dr. APJ Kalam, “autonomous learners”!

At SFC, we are at working, that our faculty go beyond teaching; into publishing, research and consultancy. Unless one engages himself or herself in these activities, cannot impart up-to-date knowledge. It is said that, teachers who cannot keep their students ‘involved’ and ‘excited’ in the classroom, should not be there. Educational Psychologist- Dr. Carl Rogers said, a “Holistic Education” system needs to address the fundamental longings of the human heart, mind and spirit of a student; it also requires to fulfill three fundamental needs of every student, Emotional needs (EQ), Intellectual (IQ) needs and Spiritual (SQ) needs. These should be the very foundation of any educational system!

According to Dr. Carl Rogers, these can be achieved through Rapport, Reason and Religion. Student's Emotional (heart) need for a trusting relationship is realized with the benevolence of the Teacher's Rapport; Student's Intellectual (mind) need is realized with the academic enquiry and reasonable dialogue with the Teacher; Student's Spiritual (spirit) need for personal happiness is stimulated by the Religious guidance of the Teacher. It is the duty of a Teacher to draw out the best from his/her student – It is realized only through a benevolent RAPPORT between the Teacher and student. In order to achieve “Holistic Education” a teacher has to be, not just fulfilling the traditional role of a teacher, but has to be a ‘mentor/guide’ to every single student. At the end of the day, all that matters is, can you carve out a little space for you in the heart of your student; can you be the first person that your student will think of, in time of any difficulty/trouble? Winning the confidence of a student is a precious asset that a teacher will do well to acquire! You need to experience the joy of being a teacher, not so much by teaching, ‘what you know’, but ‘what you are’! As had mentioned earlier, at SFC, besides grooming you into researchers and scholars, we also help you to bring out the “teacher” in you, for whom teaching is not just a job, but it is the very reason why you have come to this earth; sent by God as His co-worker in imparting knowledge; hence, enjoying what you do and why you do.

Although I have addressed this letter mainly to the teaching faculty, the ideas and thoughts mentioned herein, hold good for non-teaching staff as well, in their own sphere of activity, where new ideas, new ways of doing things, innovations and improvements are of paramount importance.

Warm welcome to SFC once again, and God bless!

Br. Melchior Tom

Director

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1. The Society

1.1 The Congregation of the Franciscan Missionary Brothers was founded in 1901, with Mumbai as its International Headquarter to educate and cater to the needs of the orphans of the area. A formal orphanage and school were thus established in 1908. The Congregation now has 67 centres in India, conducting orphanages, schools, technical training centres, higher professional educational institutions, leprosy centres, agricultural training farms, youth centres, clinics, dispensaries, hospitals, etc. Their main focuses in all these activities is oriented towards orphans, the poor and lower-middle class, without any distinction whatsoever. In rural area, they aim to provide primary education and an appropriate level of technological education to create self-employed persons/small entrepreneurs.

The Society's Higher Education Centres are located in urban and semi urban areas, providing higher level general and technical education with a view to create a technical entrepreneur and skilled professionals. The Society's institutes/schools/colleges have a very high level of competence and reputation and have been winning State and National awards. All the units of the Society are registered under the relevant laws of the States as Trusts/Public Societies, etc. They have their centres in USA, Canada, Germany, Switzerland, Italy, South America, Africa and Sri Lanka with Mumbai as the Headquarter.

In view of extending the services of the Society to Bangalore, the Society purchased a property in Koramangala, after a protracted search for a suitable location. The present site was purchased in March 1968, admeasuring 14 acres and 31 gundas. The area was a totally abandoned one, hardly with any human habitation. The new center was christened, "Sevasadan Orphanage and Training Institute" and it came into being on November 19th on the Parent Society's "Founder's Day", 1968. The Institute was established, in order to give an opportunity for the early school leavers (school dropouts) to get trained in one or the other technical skills, like Carpentry, Sheet Metal Fabrication and Welding, Machine Turner/Bench Fitter, Motor Vehicle Repair, etc.

St. Francis Xavier Province (SFXP) owns and manages, "Sevasadan Orphanage and Training Institute". SFXP is one of the administrative units of the "Society of the Franciscan Missionary Brothers". SFXP was established in 1979 and it is head-quartered at Koramangala, Bangalore. There are twelve other centers as well, spread across five states under SFXP's jurisdiction.

The Society conducted formal technical training centres of national repute in many other parts of the country. However, "Sevasadan Orphanage and Training Institute" for early school leavers was a first of its kind. Nonetheless, from the experience gained in the field, soon the Brothers devised their own training program/syllabus, based on the formal ITI syllabus, both in theory and practical, so as to suit the specific needs of the target group. In course of time, Sevasadan training Institute became a, "run-away" success.

1.2 St. Francis College

St. Francis College (SFC) is owned and managed by the Congregation of the Franciscan Missionary Brothers (SFX Province, Bangalore) and is nurtured by their principles of moral uprightness, social responsibility and pursuit of excellence. The College is secular in its outlook, and hence students of all casts, creed and communities will find a safe and encouraging space to spread their wings and reach their goals. The College pursues not only academic excellence, but also provides for holistic development of its students.

1.3 SFC's Patron & College Anthem

St. Francis of Assisi is the Patron of the Congregatioj of the Franciscan Missionary Brothers as well the patron of Institute.

College anthem: The 'Prayer of Peace' of St. Francis of Assisi is chosen as College Anthem.

The College Anthem is a "Peace Prayer", credited to have been composed by St. Francis of Assisi, the Patron Saint of the College. The prayer song captures the whole personality of the Saint, who lived and died for others as God's messenger, holding nothing for himself (though born to one of the richest families of Assisi, Italy), in abject poverty, and yet in joy and tranquillity. Out of such a serene life came forth the "Peace Prayer", which the College has adopted as its anthem; wishes the same peace and tranquillity (in spite of our mad rush after material wealth) not only to all its stakeholders but to the whole of creation -animate and inanimate- characteristic of Franciscan Spirituality! He is also the Patron saint of ecology.

1.4 Our Vision

“To be a chrysalis where young students are transformed into graduate professional entrepreneurs and innovative leaders of tomorrow’s world, consistent with the Franciscan vision of integrity, peace and love.”

1.5 Our Mission

“To churn out highly competent professional graduates with a commitment to result oriented work, a perennial zest for learning, a quest for excellence, an open mind and the universal values of honesty, dignity and mutual care.”

1.6 Our Quality Policy

“To be the most preferred College, equipped with state-of-the-art facilities, to develop qualified graduate-entrepreneurial class of value based global industry leaders, imparting comprehensive graduate education, through highly competent and dedicated staff, ensuring continual improvement of QMS processes, meeting ISO 9001-2015 statutory & regulatory requirements.”

1.7 Approval and Affiliation

SFC is duly approved by the Government of Karnataka and affiliated to the “Bangalore City University” through its Affiliation Letter – No. BCU/KuSa/Affiliation/2019/20, Dt. 20/07/2019, and through the reference letters; (1) Dt. 03/06/2018 of Bangalore Central University, (2) Government’s E-Office No. ED136 UGC Dt. 19/07/2019, (3) Order of the Vice Chancellor Dt. 20/07/2019.

1.8 ISO 9001:2015 Certification

SFC is ISO 9001:2015 Certified Institution, with Certificate No. EI – 2007007 by EGAC, a member of “International Accreditation Forum”.

2.0 Organizational Structure

2.1 Governing Body

Governing Body is the Board of Trustees of the ‘Society of Sevasadan Orphanage and Training Institute’, Koramangala, Bangalore that established ‘St. Francis College (SFC) in 2019 and is registered under the Societies Registration Act, 1960 (Mysore Act No. 17 of 1960) under Registration Form No 14. S. No. 13/73-74 Bangalore. They own and manage SFC.

2.2 Governing Council

2.2.1 The GC discusses broad policies on various issues concerning academics, administration, development and progress of the College, staff/students, placement, budget, etc. and suggests future course of action or direction the college should take, consistent with the various regulations of the regulatory & affiliating bodies.

2.2.3 Governing Council Members are, the Chairman (SFXP Provincial), one Nominee of the Bangalore City University, Director of SFC, Deputy Director of SFC, Principal of SFC and others (members from reputed academic institutes, industry and a couple of special invitees) appointed by the Governing Body of the Sevasadan Society. The Governing Body may reconstitute the members of the Council, from time to time. G.C. meets once in every semester.

2.2.4 The Principal functions as the Secretary of the Governing Council, who sends out invite for the meetings and maintains minutes and related records.

2.3 Executive Committee

The Executive Committee is the body headed by the President/Chairman of the Society and includes the Director, the Dy Director of St. Francis College, as well as other members (appointed by the Chairman) and decides policy matters of the Institute, keeping in view of the overall objectives of the Society and assists the Director in the management of the Institute.

2.4 Director

Director is the Head of the Institute, appointed by the President/Chairman of the Society. He looks after the day-to-day governance of the college and helps the Executive Committee in framing policy matters of the college and such related affairs such as, faculty recruitment, training & development, finance, legal matters and any other matter of the College. He is empowered to represent the College in all legal matters. He reports to the Chairman.

2.5 Deputy Director

Deputy Director is appointed by the President/Chairman of the Society to assist the Director in the management of the institute. He is also the Financial Administrator of SFC. He reports to the Director.

2.6 Principal

Principal is appointed by the President/Chairman of the Society in consultation with the Director by following the due process of Selection Procedure to look after the academic activities of the College. He reports to the Director.

2.7 Local Managing Committee

Local Managing Committee is the body consisting of the Chairman of the Society, Director, Dy Director, Principal, Heads of Departments and a few Staff representatives who discuss, propose/suggest day to day governance of the college including budget, allocation of funds, administrative matters, staff/students issues etc.

2.8 Academic Advisory Council

The Academic Advisory Council is the body with Director as the Chairman, Deputy Director, Principal, Professors from reputed Colleges, industry representatives and Heads of Departments (HODs) as members, all appointed by the Director with the consent of the Chairman, to advise on academic processes, the teaching/learning activities, especially about quality improvement, faculty development, PG programs and establishment of research culture in the Institute etc.

2.9 Screening Committee

The Screening Committee is the body having the Director as the Chairman with Deputy Director, Principal, Academic Advisor, HODs and one or two representatives from reputed Colleges, appointed by the Director in consult with the Chairman to discuss and decide the cases of eligible teaching faculty members for upward movement for higher Academic Grade Pay in their existing Pay Band as per the guidelines laid down by the SFC.

2.10 Staff Selection Committee

Staff Selection Committee is constituted to recommend the selection of right candidates for teaching/non-teaching staff, with requisite qualification and experience, as prescribed by Bangalore City University. The Staff Selection Committee is constituted as follows:- - Chairman/Vice Chairman of the Society, Director and Deputy Director of the College - Two Executive Committee members - One General Expert (in the field of education) - Two/Three Subject Experts (depending upon the post selected – Asst. Professor/Professor) and Principal

2.11 Heads of Departments (HODs)

HODs are appointed by the Director in consultation with the Principal and are expected to have a long-term vision of the developmental possibilities of their department/discipline supplemented by an interdisciplinary perspective. They should provide the management and leadership necessary to enable successful academic endeavors in the areas of teaching, research and support services. They also should have the ability to directly impact on their department and faculty by working with colleagues to create, to reaffirm the common vision of success. The HODs use their personal reputation to build trust and momentum to move the Department in this direction. Faculty members who take on this role have opportunity to develop as academic leaders and make a direct contribution to the success of their Department, Faculty and College.

2.12 Dean Academic

Dean Academic is appointed by the Director in consultation with the Deputy Director and Principal on a rotational basis. Besides his/her normal teaching load, under the direction of the Director and Principal, the Dean Academic is responsible for the academic activities in the College, after the Principal. This includes planning of academic sessions, internal examinations, seminars, training programmes, industrial visits, journal submissions, R&D lectures, department lectures, FDPs, STTPs, etc.

2.13 Dean Student Affairs

Dean Student Affairs is appointed by the Director in consultation with the Deputy Director and Principal on a rotational basis. Besides his/her normal teaching load, under the direction of the Director and Principal, the Dean Student Affairs is responsible for creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual developments of students in a holistic way. He/she reports to the Director.

2.14 Training for Internship and Placement Officer (TPO)

SFC has a full-time Training for internship and Placement Officer to train and prepare the students to get best of placement in the best industries and other establishments. We are proud

of our achievement at the internship, as SFC could place all the 1st year students in various companies for internship program.

The overall objective of the position is to promote and develop Industry-Institute interaction, student's internship in the industry and the gainful placement of the students.

The job has 2 facets, namely:

1. Developing and cultivating new clients from the Industry and retaining the existing clients for the Industry-Institute interaction on a continuous basis keeping in mind Institutes perspective and managing the Industry-Institute interface in an effective manner.
2. To run the normal placement activities in the campus in an effective manner.

2.15 College Librarian

The College Librarian is overall responsible for the Central Library (Learning and Information Resource Centre) and is expected to establish and maintain a system for orderly procurement, storage, issue of books/e-materials and reading material to ensure usage and benefit to SFC students and staff members. She/he reports to the Director.

2.16 Examination Cell

The Examination Cell along with Examination Committee and the Principal are responsible for the orderly conductance of examinations of both the college and the University, as per Bangalore City University guidelines, in the college.

2.17 Central Office Administration

The Central Office Administration assists in and maintains the records of the following functions: a) Legal/Statutory compliances/Records, b) Staff Recruitment, c) Staff Appraisal/Training Needs identification, d) Admission, e) Students ID Card/Travel concession/Transcripts/Certificates, d) Purchase, Maintenance and Repairs, f) Reception, g) Security/Housekeeping (outsourced), h) Cafeteria (outsourced)

2.18 Accounts

The Accounts department looks after the staff attendance and salaries as well as income and expenditure matters including students' fees, payments and maintains the books of accounts of the College.

2.19 College Committees

As per legal/statutory requirements, as well as for the smooth running of the various activities in the college, number of committees are constituted, consisting of staff members, that is headed by a senior staff member as convener of each committee. The following committees are constituted at present in the college. The members and the conveners keep changing and a suitable circular to the effect is issued by the Director/Principal as and when required.

- 1) Attendance Committee
- 2) Cultural Committee
- 3) Examination Committee
- 4) Grievance Redress Committee - Statutory
- 5) Library Committee
- 6) Literary Committee
- 7) R & D Committee
- 8) Social Responsibility Committee
- 9) Sports Committee
- 10) Timetable Committee
- 11) Training for Internship & Placement Committee
- 12) Unfair Means, Discipline & Prohibition & Prevention of Ragging Committee
- 13) Website Committee
- 14) E-Cell Committee
- 15) Alumni Committee
- 16) Women's Development Cell (Sexual harassment of women at work place) – Statutory

3. Academic Programmes

3.1 At Undergraduate Level, we offer 3-year full time, Bachelor degree courses

Course	Subject	Intake of Students
B.A	Journalism, Economics, Optional English	80 (Eighty)
B.Com	As per the regulations of the University	200 (two Hundred)
B.com	Vocational	80 (Eighty)
B.com	Honors	80 (Eighty)
B.B.A	Aviation Management	60 (Sixty)
B.C.A	Computer Application	120 (one Hundred and Twenty)
B.Sc	Mathematics, Statistic, Computer Science	60 (Sixty)
B.Sc	Psychology, Journalism, Computer Science	30 (sixty)
B.B.A	Business Administration	60 (Sixty)
B.Sc	I.D.D	60 (Sixty)
B.Com	Finance and Accounts	60 (Sixty)

4. Research and Innovation Development Cell

Research and Development Cell - SFC

4.1 Research and development are the backbones of any academic program in higher educational institutions. Proper integration of the two benefits, both the faculty and the students. It is a tool for building knowledge and facilitating learning culture among the students and faculty. St. Francis college has a research and development cell to promote rigorous research, with an objective of transforming ideas into innovative practices.

Research and development cell aim to promote research culture in newly emerging and challenging areas of management, Commerce, technology, science and humanities. This enhances the general research capability of budding technocrats by way of participating in conferences, seminars, workshops, project competitions, etc.

4.2 Objectives

The Broad Objectives of R&D Centre are –

- a. To conduct basic and applied research through effective participation of teaching faculty and students to upgrade their knowledge

- b. To promote research and development activities for the professional up- gradation of staff and students; thus leading to “Knowledge Generation”
- c. To be a center of innovation for both staff and students, for all round→ development of the College and to become one of the finest professional institute in the country
- d. To enhance Institute/Industry partnership.

4.3 The R&D activities of the college are bifurcated into, ‘Pure Academic Research’ and ‘Industry Related Project Research.’. ISTE approved Short Term Training Programmes, National/International conferences; in-house workshops, etc. are part of this venture.

5. Entrepreneurship Cell (E-CELL)

5.1 Entrepreneurship is increasingly recognized as an important driver of economic growth of a country. Even Govt. of India has recognized the importance of entrepreneurship and has introduced programs, like "Make in India" & "Start-up India", etc.

The E- Cell at **St Francis** is managed and driven by Professors of commerce department and students of commerce and the participation is interdisciplinary, under the guidance of various Entrepreneurs. Today’s companies recruit for talent, rather than knowledge; young people demand the opportunity to “make it big”, the govt of India increasingly emphasizes the need for an entrepreneurial generation, naming this the “decade of innovation’. **E-Cell at St Francis aims at transforming student’s overall ability to an entrepreneur and better thinkers.**

The mission of the EC is to "Develop institutional mechanism to create entrepreneurial culture in academic institutions, in order to foster growth of innovation and entrepreneurship amongst the faculty and students".

5.2 Objectives of E-Cell

The purpose of entrepreneurship cell is three-fold, namely,

- To bring out entrepreneurial flair in students.
- To make students understand entrepreneurial attitude and entrepreneurial skills.
- To provide them with a platform which gives them number of innovative opportunities to develop the entrepreneur spirit amongst students.

E-Cell has been imparting entrepreneurship education to SFC students on on-going basis, by conducting the following activities: • Lecture series on ‘Entrepreneurship and Business Plan Generation’. • Workshops on ‘Start-up for students having start-ups and those having an entrepreneurial mindset.’ • Curriculum based training on ‘Student Employment and Entrepreneurship Development’.

6. Infrastructure Facilities

SFC has excellent infrastructure facilities such as multimedia equipped classrooms, state-of-the-art laboratories, Computer Centre, Research, Innovation, Development and Entrepreneurship Cell, Learning and Information Resource Centre (Central Library and Department Libraries), Student Activity Rooms, canteen, Outdoor Gymkhana and sports facilities.

6.1 Departmental Laboratories

UG laboratories: The education programs at SFC emphasize hands-on-experience of students in labs. Institute's labs play a central role in supporting faculty and student research. For these reasons, the institute is committed to developing and maintaining state-of-the-art labs for students and faculty. The College has basic and advanced Laboratories, equipped with latest equipment, computers, servers, as well as most modern software to impart practical knowledge as per prescribed syllabus and beyond, to complement classroom learning. Students have access to these excellent facilities, complemented by twenty-four-hour Internet connectivity. The resources and facilities of all labs provide an efficient and effective support to students in their pursuit of academic excellence.

6.2 The Central Library

The Central Library is maintained since the inception of the SFC. It is geared towards meeting the academic and research needs of the faculty, non-teaching and student community and hence is also known as Learning and Information Resource Centre. Ours is an automated library system which makes optimum use of the VF-10 technology to provide access and retrieval of books, project reports and CDs. The catalogue of the library – WebOPAC is accessible to valid library users, facilitating them to identify and search books and place reservations online. Besides, there are also E-Library, E-Books, and E-Journals available.

6.3 Reprographic & Stationary facilities:

Reprographic services, such as photocopies of articles from print journals, printout of online journals, scanning, and spiral binding are available.

6.4 Cafeteria

SFC has, separate and spacious canteens, for staff and students, which is outsourced, but quality and cost is supervised by the SFC Management.

6.5 Outdoor Gymkhana

SFC has a full-fledged outdoor Gymkhana for the use of, both the staff and students.

7. Industry Linkages

Institute has commissioned an ‘Industry/ Institute Interaction Cell’ linked to Training and Placement, to promote closer interaction with Industry and adjust the academic programs, as far as possible, in line with the emerging requirements of the Industry.

8. Sports, Games and Cultural Activities

8.1 SFC believes in the overall growth and development of each student. For this purpose, students are encouraged to participate in outdoor and indoor games and activities like debates, quizzes, drama, singing, etc. Excellent facilities are provided in the campus for outdoor games like football, volleyball, basketball, badminton etc.

8.2 “St. Francis Habba” is an event to bring together and to synchronize all ‘St. Francis Institutions’ in Sevasadan Campus, who are all working for a common cause, namely to uplift the poor and underprivileged of the society. It is hosted by each institution in the campus by turn. Annual Day of each institute is also planned to be held along with the event. Students get an opportunity to showcase their talents under the guidance of the staff of respective institution.

9. Service to Society

SFC has a functional NSS (National Service Scheme) UNIT that is duly approved by the BCU – Ref. No BCU/NSS/47/2020-21. The unit is formed with the objective of inculcating and developing social sensitivity, moral values and professional ethics in SFC students, along with their academic formation, so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society. Thus, realizing a major thrust in the Vision and Mission of the Institute. There is a faculty Coordinator appointed to look after the activities of NSS Unit.

10. Miscellaneous

10.1 Attendance and Discipline

Every member of the staff is expected to be punctual and observe the discipline of the college strictly. He/she is expected to dress appropriately and set an example to the students by his/her behavior and manners. As per University rules, every student must complete, to the satisfaction of the Principal, the courses of study at the College prescribed for such term for the class to which the student belongs. The student must maintain a minimum 50% attendance under individual heads of theory/practical/tutorial of every subject and overall average attendance of 75%, failing which the student defaults in attendance. There will be an examination at the end of each semester. The examinations at the end of semesters I, to VI are

conducted by the University. The SFC Management and staff, along with the parental involvement is committed to a healthy discipline and high academic standards in SFC.

10.2 Prohibition and Prevention of Ragging

As per the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal No. 887 of 2009 dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, as well as subsequent notifications issued by Bangalore City University, State Government and Central Government, ragging is strictly prohibited.

10.3 Mobile Phones in the College Premises

Use of Cell phones is banned in the College Premises as per State Government and Bangalore City University rules. However, the Management is considerate in its responsible use in the premises, while it strictly forbids its use in the College building.

10.4 Anti-national Activities

Any member of the staff/student studying in any Institute, if found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government from time to time, any activity contrary to rules of discipline are liable to be expelled from the College without any notice, by the Principal /Director of the College.

10.5 False or Incorrect Information

If any statement/s made in the Application Form or any information supplied by the member of the staff in connection with his/her appointment is found to be false or incorrect at any time, then his/her appointment is liable to be terminated forthwith.

11. Staff Service Rules

The Staff Service Rules titled “SFC Staff Service Rules, 2021” are applicable to all the members of the staff, teaching and non-teaching, and all are expected to abide by these rules. The wise saying is, “Keep the rules and the rules will keep you”! The “Staff Service Rules 2021” are posted on the College Website, (www.stfranciscollege.net) and can be referred to with protected password, which can be obtained from the administration office.

THE END