

LOYOLA DEGREE COLLEGE (YSRR)

(A Minority Institution)

NAAC Re- Accredited with B+ Grade

Affiliated to Yogi Vemana University

Pulivendula - 516390, Y.S.R. Kadapa District, Andhra Pradesh, India

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STAFF POLICY DOCUMENT

Preamble:

At Loyola Degree College (YSRR), Pulivendla, every student enters with dreams and aspirations. As educators, it is our solemn responsibility to help them realize those dreams. This policy serves as a guide for every staff member to uphold the values, mission, and vision of Loyola and to discharge their duties with integrity, professionalism, and commitment.

1. Academic Commitment

- All staff must be knowledgeable and well-prepared to guide students toward achieving their goals.
- Teaching should be effective and engaging—utilizing digital tools, PowerPoint presentations, chalkboard methods, or activity-based learning techniques.
- Lessons must begin with a recap of the previous session through brief questioning to ensure continuity and understanding.
- Attendance must be taken promptly at the beginning of each class.
- Faculty must reach the assigned classroom at least 5 minutes before the session begins.
- Staff are expected to know each student by name and identify those who need special academic support (e.g., bridge courses, remedial classes).
- Weekly creative tests must be conducted to evaluate and strengthen student learning.
- Every lesson taught should include skill-based learning to enhance practical knowledge.

2. Student Development & Mentorship

- Encourage students to participate in college activities such as national festivals, extension programmes, NSS, NCC, sports, and awareness programmes.
- Organize industrial visits, expert lectures, and career guidance sessions as needed.

- Prepare students for placement through mock interviews and skill training.
- Teach students to communicate effectively in English, especially during the first semester.
- Promote leadership through value-based education, environmental awareness, and compassion for the underprivileged.
- Help students join clubs, pursue online certifications, and groom them into intellectually sound individuals.

3. Attendance Monitoring

- Class teachers must regularly monitor and update attendance, informing students and their parents about shortages.
- If a student is frequently absent, the HoD must inform the Vice Principal, and necessary letters from parents/students should be collected.
- In cases of serious illness, online classes must be arranged to support the student academically.
- Students must maintain at least 65% attendance to be eligible for semester-end exams. Exceptions will be made only in cases of prolonged illness or serious accidents, backed by valid medical certificates.
- Students involved in official college activities must have their attendance updated and approved by the Vice Principal, with records maintained properly.

4. Staff Conduct and Ethics

- Staff must not engage in gossip or personal discussions about colleagues, management, or authorities.
- Staff rooms should remain zones of academic preparation and research.
- All staff are required to participate in college events and academic programs.
- Staff must accept and perform any assigned responsibilities with diligence and loyalty.
- Teachers should upgrade their skills annually and avoid monotonous or outdated teaching styles.
- Confidentiality, punctuality, accountability, and respect for management must be maintained at all times.
- Any serious issue concerning students must be reported to the Vice Principal or Principal on the same day.

5. Employment Terms

- Temporary staff may be given one month's notice if found negligent in duties.
- Permanent staff are required to serve a three-month notice period (or vice versa if they wish to resign).
- Strict adherence to professional ethics, responsibility, and institutional loyalty is expected from every staff member.

6. Student Safety and Welfare

- Staff should be vigilant against any intruders, drug-related activity, or misconduct targeting students, especially girl students.
- Encourage healthy friendships, but strictly discourage pairing or inappropriate conduct.
- Take special care regarding girls' hygiene and health, and ensure necessary awareness and support is provided.
- Always address students with kindness and encouragement—verbal abuse or harsh behavior is unacceptable.
- Any fine or monetary collection must be done only with the knowledge and approval of the Principal.
- Promote academic-based discipline instead of punitive measures.

Conclusion:

Loyola staff are expected to be role models of dedication, professionalism, and moral integrity. With collective efforts, we can inspire and transform the lives of our students, shaping them into leaders of tomorrow.



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