



**Loyola College of Education, Chennai – 34**  
Accredited (2nd cycle) at 'A' grade with CGPA 3.48 by NAAC

## **LCE Policy Manual**





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**LCE Policy Manual**

**ABOUT THE COLLEGE**

Loyola College of Education, a Jesuit Teacher Education Institution was established in June 2007. It is completely owned and administered by the Loyola College Society registered under the Society Registration Act of 1860 No.5228/1973. It is located on the wide campus of Loyola College of Arts & Science. It is recognized by National Council for Teacher Education (NCTE) and affiliated with Tamil Nadu Teachers Education University (TNTEU). It is accredited at an 'A' grade with a CGPA of 3.79 by NAAC (National Assessment and Accreditation Council) in the 1st cycle which is the highest among the colleges of education in India. In the second cycle, it was accredited an 'A' grade with a CGPA of 3.48 by NAAC.

Loyola College of Education (LCE) has been focusing on the formation of intellectual capacity, training of the will and formation of the character of the student-teachers, thus ensuring the integral formation of the prospective teachers. LCE is committed to inculcating desirable social and human values and moral principles that would make the student-teachers self-disciplined, value-oriented and responsible teachers. LCE provides also a wide range of opportunities and experiences for student-teachers to discover their potentialities both physical and intellectual and cultivate their artistic and aesthetic sense through cultural extravaganza and nurture their social responsibility through rural / slum exposure camps.

**Vision**

"Holistic formation of human engineers with techno-pedagogical skills to develop a humane society".

**Mission**

- Forming compassionate, competent, conscientious, creative and committed teachers with techno-pedagogical skills using education as the key to empower the youth to bring about a desirable social transformation.
- Train and form responsible socially committed teachers who promote the



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### **LCE Policy Manual**

fundamental rights and duties, values of liberty, equality and fraternity, uphold the constitution and affirm the ideas of secularism, social justice and sustainable development.

#### **Value Framework**

LCE is ardently devoted to inculcating values – excellence, integrity, service, inclusion and leadership in the prospective teachers.

<b>Excellence</b>	:	commitment to put one's heart into excelling in all aspects of life
<b>Integrity</b>	:	commitment to act according to one's conscience
<b>Service</b>	:	commitment to care for others
<b>Inclusion</b>	:	commitment to respect and serve all with love and concern
<b>Leadership</b>	:	commitment to lead others with vision and values

### **ADMISSION POLICY**

Loyola College of Education is a minority-owned, self-financed institution offering a B.Ed. programme. 100% of the admission seats come under the management quota. The primary aim of the Loyola College of Education is to provide education in a Christian atmosphere to deserving students, especially those belonging to the Catholic Christian Community.

#### **Minority Rights in Admission**

As a minority institution, we are eligible to admit 100% at our discretion, in keeping with the constitutional provisions in the Constitution of India Article No. 30, "to establish and administer" if there is no state aid. The Supreme Court in its judgement by the Eleven Judges Bench, clearly states that the minority colleges shall have a sprinkling of other communities in admission to keep the spirit of secularism. Therefore, our college admits the maximum number of Catholics, Dalit Catholics, Christians, and other religious minorities, with a sprinkling of non-minorities.

#### **Admission of Students**

Preference is given to Dalits, Catholics, first-generation learners, women, rural students, the differently-abled, and children of ex-servicemen, and it does admit other students irrespective



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**LCE Policy Manual**

of their caste and creed with the intention to develop national integration, social justice, secularism, a democratic way of life, and international understanding. Students are admitted to the B.Ed. programme based on their marks obtained in UG/PG course.

- The Admission Committee takes responsibility for the admission of students to the B.Ed. programme.
- The applications are processed by the Admission Committee in accordance with the guidelines given by the Directorate of Collegiate Education every year.
- The cut-off marks are decided by the admission committee to facilitate easy accessibility for Catholics, Dalits, women and poor students.
- The admission committee scrutinizes the application and prepares a list of eligible candidates and invites them for an interview.
- Selected candidates are informed formally.
- The admission committee maintains records of all the students' applications and admissions.
- In the event of a cancellation of admission, the college will not refund any fee paid by the student.
- The students who are eligible to avail scholarships as per the government norms and procedures laid by the Government of Tamil Nadu are helped by the Admission Committee to get them.
- The Admission Committee also helps deserving students get bank loans to pay tuition fees.

**Admission Committee**

Patron	: Father Secretary
Chairperson	: Principal
Admission Coordinator	: Faculty
Members	: Faculty
Members	: Office Staff



**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
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## **LCE Policy Manual**

### **RECRUITMENT POLICY**

Loyola College of Education ensures the right person is appointed at the right place.

#### **Recruitment and Selection**

- Loyola College of Education aims to recruit and select the best candidates for the vacancies on the basis of merit and open competition.
- Vacancies are advertised either in print or online by the Jesuit Higher Education Commission of Chennai Province.
- Selection is fair and objective at every stage, abiding by the guidelines as per NCTE and the affiliating university.
- Candidates applying for the posts should send their applications to the Coordinator, Jesuit Higher Education Commission, Chennai Province.
- Applications are processed and communicated to the applicants by the Jesuit Higher Education Commission Coordinator of Chennai Province.
- An interview is held in the college by the Selection Committee appointed by the Coordinator, Jesuit Higher Education Commission, Chennai Province.
- Priority is given to Dalits.
- The decision to confirm or terminate the service of the faculty within one year of the probationary period is at the disposal of the management.
- The faculty appointment is made permanent purely based on his or her performance.

For non-teaching faculty, qualification matching the job requirements is ensured with due preference to marginalized, destitute women, dalits, and other backward classes..

#### **SERVICE RULES**

- The qualifications of the faculty are approved by the affiliated university.
- The appointment shall be in accordance with the terms and conditions of service as prescribed in the Tamil Nadu Private Colleges Regulations Act 1976 and rules made thereunder, as well as with the instructions of the Government of Tamil Nadu and the Affiliating University now in force and to be made in the future, and also as per the



**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
**Accredited at 'A' Level (CGPA 3.48) by NAAC (2nd Cycle)**

**LCE Policy Manual**

conditions stipulated by the Director of Collegiate Education, Chennai, from time to time.

- The appointed faculty will be on probation for a period of two continuous years from the date of joining and will be considered for confirmation in the post at the end of the second year in accordance with the satisfactory completion of the period of probation.
- Leave rules are followed as per the guidelines of Tamil Nadu government, and prior approval from the Secretary is essential for any leave.

**INCENTIVE POLICY**

Promoting research activities is the motto of the Jesuit Educational Institution. Loyola College of Education formulates the progression through research in all aspects of forming human engineers. Loyola College of Education galvanizes the faculties in promoting research activities by providing incentives and On Duty for participating in two seminars or conferences in an academic year.

**POLICY FOR USING FACILITIES (INFRA STRUCTURE, ACADEMIC AND SUPPORT)**

Loyola College of Education, Chennai has established systems and procedures for maintaining and utilizing physical, academic, and support facilities. The college has regular maintenance and periodic replenishment of essential facilities.

**Physical Infrastructure Maintenance Policy**

- Civil, plumbing and electrical maintenance are regular processes at the institution.
- Stock verification is done annually.
- CCTV and lifts are regularly maintained.
- All the classrooms are well maintained by the maintenance staff. The classrooms are located on a plastic-free, eco-friendly campus.
- **Physical Infrastructure Maintenance Procedure**



**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
**Accredited at 'A' Level (CGPA 3.48) by NAAC (2nd Cycle)**

**LCE Policy Manual**

The college has an effective mechanism for the maintenance of the infrastructure and other facilities to ensure optimum utilization of the facilities in order to have effective college functioning.

- **Systems for Maintenance and Utilization**

- Budget provisions are made for new as well as old facilities, repairs and maintenance.
- Establishment, repairs, and maintenance are taken care of by the Technical Assistant.
- Requirements for new purchases and maintenance of old purchases are collected every year and approved in the purchase committee meeting.
- Depending on the availability of funds, requirements are fulfilled by the management.
- Faculties in charge of various laboratories of the college take a periodical review of the repairs and maintenance requirements of their respective laboratories.
- Uninterrupted power supply is ensured inside the college premises with the help of UPS and generators.
- The campus atmosphere is kept attractive and green with proper maintenance and cleaning.
- The security of campus and properties is ensured with the appointment of security officers.

- **Procedures for Maintenance and Utilization**

- The cleaning and maintenance of the classrooms and laboratories are done by the maintenance staff.
- The Smart Classrooms are maintained on a regular basis by the technical assistant.
- The college website is maintained regularly by the website provider, WECARE TECHNOLOGIES.
- All the classrooms have LCD projectors , display screens with Wi-Fi facilities.
- Maintenance of electrical equipment is regularly done through the Technical Assistant .
- A rainwater harvesting system helps in the maintenance of ground-level water.
- Recycled water is utilized for the maintenance of the garden.
- All the facilities, like the sports facility and the health room facility, are maintained on a regular basis.



**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
**Accredited at 'A' Level (CGPA 3.48) by NAAC (2nd Cycle)**

**LCE Policy Manual**

- Electrical, electronic and plumbing-related maintenance is done with the help of local skilled people.
- CCTV is maintained on a regular basis by Expert Software Systems Pvt. Ltd.
- Lifts are maintained on a regular basis by Johnson Lifts and Escalators, Chennai.
- Biometric is maintained on a regular basis by Mukesh Lites, Chennai.
- The college has an adequate number of computers with IT facilities maintained by Power Service, Chennai.
- A water dispenser is available on every floor.
- The water tanks are cleaned every week to ensure purity.
- Fire extinguishers are wall-mounted on each floor.
- A health room is maintained for the service of sick students, with essential medicines and a first aid kit.

**LIBRARY MAINTENANCE POLICY**

**LIBRARY POLICY**

1. The librarian will purchase books and other educational materials that correspond to the TNTEU curriculum. Reading materials for competitive exams are also acquired by libraries. Additionally, fiction and nonfiction books are purchased.
2. The library will purchase encyclopedias, reference books, and textbooks on pertinent topics.
3. The library will periodically subscribe to printed journals.
4. The staff and students are expected to suggest books for their reference. Those books will be purchased after the approval of the Secretary and Principal.

**WEEDING POLICY**

1. Every time, it becomes necessary to purge old editions, damaged editions, and so on. The library committee will do the book weeding process with the approval of the Principal.

**LIBRARY USAGE PROCEDURE FOR STAFF AND STUDENT**

1. The library works on all days except public holidays from 30 a.m. to 4.30 p.m.





**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
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**LCE Policy Manual**

2. A student may borrow three books at once for a 15-day period.
3. When the books are due, students must return them immediately to the library. A fine of Rs. 1 will be assessed daily for the failure to comply.
4. Reference materials such as books on CD, syllabi, test questions, and magazines must be borrowed using a library identity card and must only be used in the library. If they want to make a photocopy of these resources, students should get the permission of the librarian.
5. Students and staff who leave the college for any reason at the end of a term or in the middle of the term should return the books before they leave.
6. There will be no replacement for a lost library ticket until an inquiry is made.
7. Do not toss papers, food packaging, or other items in the library.
8. The use of mobile phones in the library is strictly prohibited.
9. Students and staff should maintain perfect silence in the library.
10. Eatables are not allowed in the library.
11. If the borrower loses a book, he or she should replace it with a brand new copy of the latest edition of the same book. If the book has ceased publication, then an amount equal to twice the price of the book has to be paid.
12. Books will be issued for a period of one semester. If the book belongs to the reference section, it will be issued overnight. The maximum number of books that can be borrowed is as follows: Professor/Associate Professor: 20 Teaching Staff: 15 Laboratory Assistants and Technical Assistants: 5 Non-Teaching Staff: 5
13. It is advisable to physically check out and return books from the library.
14. Reference materials like handbooks, dictionaries, encyclopedias, manuals, and CDs won't be provided. They should only be consulted at the library. If research purposes are only permitted overnight,
15. Personal belongings like bags, files, etc. should not be carried into the library or in the stack area.
16. Mobile phones should be set to silent mode, and cell phone conversations should be avoided.



**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
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### **LCE Policy Manual**

#### **LIBRARY INTERNET/E-RESOURCES USAGE PROCEDURE**

1. It is not permitted to download or print the complete book or periodical. The college's internet usage guidelines are followed by the library.
2. It is completely forbidden to use VPNs, proxy servers, private firewalls, tunnelling software, connection sharing software, hacking, gaming, and movie trailers in libraries. Those who engage in such actions will be subjected to strict disciplinary actions.

#### **ICT INFRASTRUCTURE MAINTENANCE POLICY**

- Laptop and system maintenance is done every month.
- All systems have antivirus installations.
- Software updating is done as per the requirements.
- Internet and Wi-Fi facilities are freely available for teachers and students.

##### **➤ CT infrastructure Maintenance Procedure**

The faculty in-charge does routine maintenance on the computers and other ICT equipment. Every month, the system's flaws are found and fixed. The college secretary is informed of the need for any replacements or new requirements. The Technical Assistant installs antivirus software and updates the systems.

#### **LABORATORY MAINTENANCE POLICY**

- Lab equipment is maintained periodically.
- The stocking of equipment is done annually.

##### **➤ Laboratory Maintenance Procedure**

Stock registers are updated and inspected annually. Any necessary repairs or replacements are made right away.



**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
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**LCE Policy Manual**

**SPORTS FACILITIES MAINTENANCE POLICY**

- Sports infrastructure is available on all days except public holidays from 30 a.m. to 4.30 p.m.
- Sports equipment stock maintenance is done annually.

➤ **Sports Facilities Maintenance Procedure**

Regular leveling and weeding keep the track and grounds in good condition. The stock registration is updated and checked once a year. According to the requirements and suggestions of the physical director and the students, new equipment is purchased.

**GREEN POLICY**

- The sapling plantation is conducted regularly, including by the students, to ensure the green landscaping of the college premises.
- The teacher education curriculum is integrated with environmental education, and hence the institution emphasizes green campus initiatives.
- The coordinator, members, and student representatives of the Eco Club plan and organize awareness programs on environmental issues periodically.

**ENERGY POLICY**

- The institution strongly recommends the usage of LED lights in all possible ventures of electrification for less and more efficient consumption of electricity.
- The institution encourages both staff and students to use fuel-efficient vehicles like bicycles and e-vehicles.
- The institution uses biogas to reduce the use of cooking gas.
- The institution reduces the use of electrical energy through the use of solar power.
- Awareness creation is an essential component of the energy policy of the institution.



**LOYOLA COLLEGE OF EDUCATION, Chennai - 34.**  
**Accredited at 'A' Level (CGPA 3.48) by NAAC (2nd Cycle)**

**LCE Policy Manual**

**WASTE MANAGEMENT POLICY**

- Providing clearly defined roles and responsibilities to identify and coordinate each activity of the waste management
- Promoting awareness about the reuse and recycling of waste
- Disposal of e-waste safely and securely.
- Minimizing waste generation at all resources
- Ensuring efficient segregation and disposal of waste

  
Signature of Principal  
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Loyola College of Education  
Loyola College Campus  
Nungambakkam, Chennai-34

**Signature of the Principal**  
**(Dr. L. Kulandai Theresal)**