

## Foreword

*St. Mary's College for Women has pioneered in educating the young women in the coastal town of Thoothukudi since 1948. It has upheld values and integrated them in all its system of functioning. Great administrators and teachers have left a legacy of footprints for generations of students to grow and emulate. They have contributed immensely to the magnificent stature it is now today. Education here has been student centred, focussing on empowerment and economic independence. An all round holistic growth with knowledge, skill, creative talent and potentials are harnessed and promoted.*

*Annals of the institution's history underscore the academic reputé and significance as a renowned institution. The marginalised and minority women have gained respectability down the years. At this context we are aware of the need for guidelines and principles to regulate the system of functioning of this prestigious institution. Policies have been drafted earlier and have been amended keeping in view the changes and needs of higher education.*

*As a Servite institution, the vision, mission and working principle of St. Mary's college is fore-grounded with the Servite education mission. The policy drafted at present lays the institutional functionary framework from the apex to the lowest body. It has chartered the core values, responsibilities of every Marian, code of conduct, policies regarding admissions, appointments, research and other essential requirements as per the prerequisites of UGC, NAAC and University. We trust the policy for St. Mary's will serve the purpose of reference, regulation and redefining the cult of ethical and moral behaviour as responsible educationists. Let this venture be to the greater Glory of God and Mother Mary!*

Sr. Josephine Prema Mary osm

**Superior General**

## **The Servite Vision and Educational Mission**

The Congregation of Mother of Sorrows, Servants of Mary is an Indian Catholic Religious Congregation working in 150 communities in India, Myanmar, Italy, Philippines and Australia. The Servite sisters run and serve in schools, colleges, social service centres, schools for visually challenged, hearing impaired, HIV, Leprosy and General Hospitals.

The Congregation was founded by five enlightened young women in the year 1854 at a time, when women were kept in the confines of their homes. They visualized a society of women which can stand on its own. Having Mary Mother of Jesus who stood at the foot of the cross as a role model and “compassion” as their charism, they realized that education forms the basis for the empowerment of women. Thus began the educational ministry of Servite sisters. Since then, the Congregation has taken the role of torch-bearers in many apostolates especially through the education ministry.

### **Servite Ministry of Education**

“Education for social transformation” is the aim of Servite educational apostolate. The Servites strongly believe that the gift of the spirit to the church and to the world through the congregation is compassionate involvement with the powerless particularly women and children, which is manifested in the life of Jesus Christ. It is understood as the confluence of three elements:

- To suffer with those in suffering
- To unite and be with them, in their struggles in life
- To work for their liberation in solidarity

### **Qualities Needed to Realize the Servite Vision in Mission**

- Spiritual Experience
- Integrated Spiritual Life
- Convictions for Human Values
- Commitment Towards Duty
- Moral Uprightness and Integrity
- Ethics and Dignity
- Ecological and Cosmic Concern
- Compassionate to the Needs of Others
- Synthesize Emotion and Thought
- Acceptance of Self and the Other
- Fraternity and Sacrifice

## Need for Liberative Education

The basic foundational philosophy of the present education system undergoes changes due to globalization. The existence of the Indian Universities, Arts and Science Colleges is threatened and the culture and identities of the nation are questioned by the entry of foreign universities and on-line education system. Neither the privatization process nor the on-line education protects the welfare of the marginalized sections. An educational system that would integrate culture, human values and identity is imperative. 'The woman' of this land has been treated unfairly. Her place in the society has never been at par with man. She has limited rights and freedom. Higher education alone can provide a passage from slavery to freedom and from ignorance to light.

This prophetic nature of the educational system blossoms forth in our preferential and prioritized option for the poor and marginalized. It is an on-going dialogue. The congregation aims at an integrated personality and total transformation contributing to the well being of the humanity. Its mission therefore is not only to be efficient, but also effective catholic educators. The desired outcome will bring out a social transformation, which will carve young women, as icons of women's liberation through meaningful education. St. Mary's College, is the offshoot of such a vision of the Servite pioneers!

### Journey of St. Mary's College

The Servite education mission of higher education for women had its journey embarked with the founding of St. Mary's college in Thoothukudi, on July 1<sup>st</sup> 1948. Rev.Mother Celine Mary, the then Superior General and her assistant and successor Rev.Mother Euphrasia Mary with the support of Rt. Rev. Francis Tiburtius Roche SJ., the then bishop of Thoothukudi and Rev.Fr.B. S.Soosainather, superintendent of the Thoothukudi diocesan schools began the college in a temporary building at St. Aloysius Girls High School with 21 girls. Ever since its establishment, the visionary principals have steered the institution, in its transitional phases in paths of glory.

St. Mary's college has blossomed as an Autonomous institution and is re-accredited with 'A' grade by NAAC. The coastal town Thoothukudi, which harbours a majority of the marginalized section, deems it fortunate to have their first generation learners educated in this highly reputed institution for women. The rationale of servite education ministry has been incorporated in the vision and mission statements of the college.

**Motto** : *Fide Vivant – Live by Faith*

**Vision** : *To make young women agents of an egalitarian society through liberative education*

**Mission** : *To empower women through regular and non formal courses and to make them economically independent and socially aware so that they make better homes and contribute to family and social progress*

## Goals

- To bring more students of the lowest strata to the mainstream of education
- To make young women competent and skilled to compete in the global sphere of education and employment
- To bring out the inner power and potential in young women and channelise them towards social transformation
- To involve the students in community oriented activities thereby enabling them to contribute to national development
- To make them emotionally balanced, morally upright and spiritually integrated

## Objectives

- To conduct relevant courses answering to the needs of the changing scenario
- To develop an in-depth knowledge in specific area of study
- To inculcate the quest for research activities
- To help the learner make career choices
- To impart an education that promises an integral growth of knowledge, skills and values
- To enhance the quality of learning by conducting appropriate courses for slow learners
- To provide financial assistance to the economically disadvantaged students
- To empower young women who will in turn carry the message of empowerment and dignity to the society at large
- To sensitize the students about their rights and motivate them to work for their socio, economic and political status
- To promote a composite culture and religious harmony in the campus

St. Mary's college progresses to implement the aforesaid in all its functioning. Fore grounded with this benchmark, it underscores that every Marian should endeavour to offer dedicated service for the success of the institution.

## Attributes to be Nurtured

- Make the institution a fertile ground to create dedicated women who are societal conscious
- Teach basic values like truth, love, human dignity, social justice and peace
- Instill courage to break false and aggressive patriarchal ideologies and patterns
- Provide the young women with belief in living and hoping
- Find newer and stronger strategies to strengthen solidarity with the marginalized
- Form networks with like-minded people and liberation movements at all levels
- Open new vistas of new life and have enlarged futuristic vision
- Provide an integral formation and strive for academic excellence

These requirements will further the effective journey of Servite Marians.

### **Core Values of the Institution**

The core values of the institution are centered in the Servite charism 'Compassion', its motto '*Fide Vivant* - Live by Faith' and the belief system of human values and ethics. They are incorporated into all the programmes and activities of the institution.

Commitment	→	Concern	→	Competence
Duty	→	Discipline	→	Dignity
Enlighten	→	Emancipate	→	Empower
Gratitude	→	Guidance	→	Goodwill
Hardwork	→	Happiness	→	Harmony
Teamwork	→	Trustworthiness	→	Transparency

These values guide the internal conduct of the Marians and also help to establish a meaningful relationship with the society.

### **Servite Policy for St. Mary's College**

A commonly evolved and accepted policy becomes imperative, for further effective functioning of the college. The congregation has revised policies and formulated new ones to cater to the felt needs of the society. As the new millennium is going to be the 'Women's Era', with a feminist perspective a policy which is free from patriarchy, communalism, and religious fundamentalism is to be framed. Women need to break the culture of silence and the unjust structures in society. They have to realize their inner strength and feminine power.

The policy has been drafted as a team. A critical analyzes of the demands of UGC, NCERT, NAAC and SCERT were made. The UNO's, CEDA convention towards "Elimination of Violence against Women" and the ideology of women's empowerment, partnership of men and women and eco- feminine values have been taken intoconsideration. This document will certainly guide the Administration in a more dynamic way, to make young women empowered and be salt and light of the women society.

The journey continues .....

### **Governing Body and General Body**

The Servites sisters' path in the education ministry has played a vital role in the empowerment of women. "To serve and not to be served" is the stance in the journey of faith. As educating a woman is equivalent to educating a family, only committed persons working as a team with a common vision can implement the noble task. The body of the management supports the institution in its functioning.

## **Members of the Society Governing Body**

- Superior General (Chairperson)
- Provincial (Vice-chairperson)
- Superior
- Secretary
- Principal
- General Procurator/Councillor
- Province Procurator/Councillor
- College Procurator
- Self-Supporting Courses Director
- Hostel Director

## **Functioning of Society Governing Body**

The Secretary of the college functions as the secretary of the Society Governing Body. The governing body provides an occasion for sharing of information, starting new courses and new initiatives taken, problems faced and issues to be tackled.

- The Secretary convenes the meetings, prepares the agenda and keeps a record of all the proceedings of the governing body meetings.
- The meetings are conducted ordinarily in July and March.
- The emergency meetings may be called and notified by the Secretary three days before the meeting.
- Special meetings are called on request by not less than six members of the body.
- Such requests state the business to be transacted at the meetings. No other business is to be transacted in that meeting.
- Important decisions, planning for the new academic year, evaluating and evolving policies will be taken in the governing body.
- Finance situation, documents, important projects, appointments, vacancies will be ratified/ decided here.

The Society Governing Body meeting strives to translate the vision of the college into concrete policies.

## **College Governing Body members**

- Superior General (Chairperson)
- Provincial (Vice-chairperson)
- Superior
- Secretary
- Principal

- Deputy Principal
- Deans
- UGC Nominee
- University Nominee
- Controller of Examinations
- College Procurator
- IQAC Coordinator
- Hostel Director
- A senior staff selected by the Principal in consultation with the Secretary
- Additional members - Experts / Well-wishers of the college

### **Functioning of the College Governing Body**

The Principal of the college functions as the Secretary of the College Governing Body.

- She convenes the meetings and prepares the agenda.
- The meetings are conducted normally in April and November, after the Society Governing body meeting is over.
- The Principal presents new academic plans of the institution, students and on staff orientations.
- She initiates discussions and presents the contributions of the management for the development of the college.
- The Controller of Examinations, Deans, IQAC Coordinator, Library Head and Hostel Director present their activities reports.

The College Governing Body contributes to further the progressive measures for the institution.

### **Functioning of the General Body**

The general body of higher education consists of all sisters who belong to St. Mary's College community and the members of Society Governing Body.

- The general body meets at least twice a year.
- It can recommend the secretary to convene the Society General Body in matters of urgency.
- It actively involves in the process of planning, evaluating and evolving policies.
- Each member gets a sense of belongingness and participates in the decision making process of the college.
- The meeting is convened before the Society Governing Body and College Governing Body meetings are organized.

The General Body strengthens the Servite education mission at St. Mary's.

## **Administration Policy**

Administrative Leadership involves three basic rudiments— Attitude, Animation and Administration. Official members need transparency in all dealings and accountability. Roles of each should be defined distinct and definitive. There should be decentralization of responsibilities and important work must be discussed before implementation. In making decisions, student centrality and lay partnership is needed. As the Servite spirituality holds, administrators should rise above personal interests and execute the task faithfully and cheerfully.

### **Significance of Lay Partnership**

The Vatican council documents clearly evince the sign that the Church of the new millennium is going to be the church of the laity. The Servite congregation has to see the laity as potential partners, friends and companions in the apostolate and mission. It has to still work, in making the co-operation and partnership with the laity as the constituent element of the Servite mission.

### **The Management**

One of the characteristics of Servite Marian spirituality is the community life with a sense of co-responsibility and service. The Superior General, Provincial with their Council and all the teaching, non-teaching sisters, along with the community members form the management. The educational mission is entrusted to the entire apostolic community. Hence every member of the community has a shared responsibility with regard to the functioning of the institution. The community should be informed of major undertakings and transitions of the college. Everybody must be open to each other's suggestions. It must be a collective discernment and discussion.

### **Key Role of Administration**

- Maintain files and other records accurately
- See to the dispensation of matters related to the government, the UGC, the affiliated university and other offices to which the institution is responsible
- Fulfill the appropriate needs of teaching and non-teaching community and students
- Increase institution's potentialities by networking with alumnae, other institutions, NGO's and well-wishers
- Energize the whole group to work more enthusiastically towards excellence



## **Role of the General / Provincial**

The General/Provincial is the supreme head of the Servite institution and as such has the following roles to perform.

- Provide opportunities to sisters to acquire relevant academic, spiritual and administrative skills
- Send the teaching and non-teaching sisters for a short or long renewal courses atleast once in ten years
- Inspire sisters with goals, objectives, and priorities to draw up a concrete plan of action
- Decentralize responsibilities
- Ensure the smooth functioning of the different units of the institution
- Resolve differences among administrative team if any
- Encourage deep thinking and co-responsibility among the members
- Encourage taking major and minor projects for the welfare of the society
- Offer suggestions and directions on new academic initiatives to be launched
- Carefully select competent teaching and non-teaching sister staff
- Choose efficient sisters from the community in all parts of Tamil Nadu and India
- Assign posts and allocate duties to sisters
- Arrange to shift non-academic sister staff as a mark of healthy changes
- Take care to make the community a dynamic one, since there is no facility of mutual transfer
- Give chances to a sister to live in other communities at least after retirement

## **Role of the Superior**

The Superior is to be approachable, spiritual and a source of inspiration.

### **The Superior has to**

- Provide a climate in the campus for the implementation and realization of the vision in the best manner possible
- Develop understanding, harmony and sensitivity among sisters
- Convene Principal, Secretary, Vice- Principal, SSC Director and Hostel Director meet once in a week to exchange the views and day-to-day administration
- Make everyone realize that discussions are only with different views and ideas not between their personalities
- Bridge between the sisters who take up different responsibilities
- Audits the quality statement of accounts
- Pay special attention to the training and development of the members of the community
- Ensure that the college community is a model of Christ's values in the college campus

## Role of the Secretary

The secretary is the administrative director of work in the college. She can function for a term of three years.

### The Secretary has to

- Be a committed person instituting the vision and goals of the college in all activities
- Be supported by the principal and staff by their participation and co-operation
- Represent the management before the university/educational authorities and Government
- Seek speedy solutions for administrative problems
- Be familiar with all GO's issued from time to time
- Take efforts to mobilize funds from different sources for the development of the college
- Supervise the maintenance of the college properties and infrastructure facilities
- Provide amenities for a smooth functioning of the departments
- See to constructions of new buildings and purchase of goods from miscellaneous fund
- Be responsible for the canteen, gardens, playgrounds maintenance
- Receive rents from college properties, bank, post office and college buildings
- Take care of electricity, water, sewage facility after consultation with the principal
- Be in-charge of all appointments, promotion of staff, appointment of HoDs, Deans
- Take disciplinary action against errant staff
- Sanction of increment, provident fund, approval of loan, and closure of income tax
- Approve all kinds of leave except casual leave
- Give salary to management staff
- Be in-charge of all legal matters
- Arrange meeting for non-teaching staff
- See to the overall financial matters of the college

## Role of the Principal

The principal is the academic director and executive authority of work in the college. She can normally function for a period of 5 years.

### The Principal has to

- Provide a climate for the intellectual pursuit of staff and students
- Inspire the academic community
- Supervise, plan and execute all the academic programmes
- Function with a sense of freedom and co- responsibility seeking no personal Goals
- Should govern with discernment, emotional maturity and mutual trust
- Keep the secretary informed of all matters of general and financial administration

- Represent the college in all academic bodies like University Grants Commission, the University, the AIACHE, the Xavier Board and others
- Take care of day-to-day administration of the college
- Allot work to the teaching and non-teaching staff in consultation with the Secretary
- Dispense the leave applications to the secretary
- Draw up the Academic calendar and time table
- Allot classrooms for the various disciplines
- Facilitate co-curricular activities and community development programmes
- Regulate the Admission process of students
- Maintain student and staff discipline
- Administering scholarship and helping poor students
- Be officially in charge of the hostels and the self-finance courses, UGC work
- Hold office as president of all academic and non-academic bodies of the college
- Conduct staff meeting, regularly
- Establish clear channels of communication and facilitate interaction, with employees
- Establish team spirit, co-responsibility with the vice-principal, the Deans and the heads of departments
- Delegate authority with responsibility, together with accountability
- Hold responsibility as the secretary of the Governing Body of the college

### **Role of the Director of Self Supporting Courses**

The Director of Self- Supporting Courses is a servite sister appointed by the Superior General in consultation with Provincial.

#### **The Director has to**

- Take charge of all the affairs and academic programmes of SSC
- Approve the time table and assignment of staff for each class
- Ensure careful allotment of syllabus and its completion on time
- Monitor the attendance of staff / students and send all leave letters to the principal / secretary
- Excuse lack of attendance to students with valid reason
- Check all internal assessments results and pass on to the Controller of Examinations
- Sign scholarships, concessions, loan applications, transfer and bonafide certificates
- Inform the principal of all academic matters pertaining to SSC
- Get the approval of the principal-the executive authority of SSC when required

- Take instructions from the Secretary for all the teaching and non-teaching staff placements and their salary
- Keep the secretary informed of general basic facilities required and its maintenance

### **Role of the Deputy Principal**

The deputy principal is a Servite sister appointed by the Superior General and Provincial. She can function for a term of 3 years.

#### **The Deputy Principal has to**

- Be responsible for the general discipline of the students
- Supervise student council election and activities along with student council advisors
- Conduct student council meetings twice or thrice a semester
- Identify poor students and recommend them for free books and concessions
- Keep the secretary informed of the staff and student facility requirements
- Meets the principal regularly and keep her informed of all developments.
- Take charge of the college in the absence of principal

### **Role of the Lay Vice-principals**

Three lay vice-principals are appointed by the secretary. They can function for a term of 3 years.

#### **The Vice-principals have to**

- Work in collaboration with the deputy principal
- Undertake maintaining the general discipline of students allotted to them
- Monitor the attendance and regularity of students
- Identify slow learners of the I year UG/ PG students and monitor their progress
- Supervise invigilation work of all internal tests and semester examinations
- Facilitate preparation of identity cards for the newly admitted students
- Look after the general needs of the day scholars
- Identify underprivileged students and recommend them for scholarships and concessions

### **Controller of Examinations**

The right to design and execute an appropriate and effective method of evaluating the academic achievement of the students is central to the implementation of Autonomy. The Academic Community headed by the Principal/Director, has the ultimate responsibility for ensuring that the evaluation system is administered without any flaw. However, as a way of sharing of responsibility, the task of administering the evaluation system is delegated to the

Examination Cell headed by the Controller of Examinations. The cell functions under the directions of the Academic Council of the institution.

The Controller of Examinations may be a servite sister or a lay faculty member. In case of a servite Controller of Examinations, she is appointed by the superior General in consultation with Provincial, Principal and Secretary. In the absence of a suitable servite sister, a lay faculty of the College may be appointed as Controller of Examinations.

An Assistant Controller of Exams may also be appointed in consultation with teaching staff sisters. The term of office of the controller and the assistant controller will normally be 3 years. Though the Controller and the Assistant Controller of Exams are not entitled to any special privileges except for a monthly Honorarium to be paid from the Autonomy Fund as per the UGC norms, they may be given a concession in the teaching workload at the discretion of the Secretary and the Principal.

### **Role of the Controller of Examinations**

The controller of Examinations must be of proven capacity, personal integrity and ability to maintain confidentiality. She is responsible for the entire evaluation process.

#### **The Controller has to For CIA**

- Suggest the mode of CIA and get the approval of the Academic Council
- Be responsible, for conducting the written tests and the practicals
- Get question papers from the HoDs and make sufficient copies for administering the test
- Conduct online quiz tests with staff-in-charge
- Stipulate a date for the submission of test marks by the teachers
- Collect the consolidated CIA mark statement from departments
- See to the conduct of CIA failure students during the same semester
- Collect from departments an ESE model question paper for each course
- Receive a list of question paper setters from the heads of the departments
- Choose from the panel and sends letter of appointment as question paper setter
- Receive question banks and gets a question paper set by the course teacher
- Choose any one of the question papers submitted, for the final examination
- Sanction all remunerations and reimbursement for paper setting
- Make payment for question paper setting directly or through the Bursar
- Arrange for question paper scrutiny by heads and one/two department faculty
- Finalise dates of exams in consultation with the Principal/Director
- Prepare the schedule of exams to be announced to the staff and students
- Monitor the conduct of exams which includes supplying the materials needed
- Appoint external and internal examiners and technical staff for the conduct of practical exams and monitors the conduct of such practicals
- Appoint the invigilators and monitor issue of the question papers
- Maintain confidentiality of answer scripts and keep safe custody in sealed covers

- Take decisions with the approval of the Academic Council on the stipulated duration students appearing for arrear exams can write with their syllabus of study

#### **For Valuation**

- Appoint evaluators to value the answer scripts, either central or door valuation for M.Phil projects
- Fix the date of submission of projects/ dissertations in consultation with the Principal
- Appoint examiners for valuing the projects/dissertations
- Arrange for a third valuation if there is a high difference in marks in double valuations
- Make arrangement for preparing the weighted average for each paper

#### **For Financial Operations**

- Does not operate any account
- Sanction all amounts payable to paper setters, evaluators and other ancillary staff as per the university/institute norms
- Payment made by the controller through amount drawn from the principal's account
- Can sanction special allowance to staff for work related to the conduct of exams

#### **For Publication of Results**

- Arrange for the Awards Committee meeting for the publication of results
- Controller or the head of the department presents the results
- Sign and publish results along with the principal on the approval of the committee
- Rectify any commission or omission in the results represented for correction
- Supervise preparation of the mark statement and consolidated statement of marks
- Submit details of malpractice if any to the Grievance Committee headed by the Principal
- Controller maybe approached by desiring students for either retotalling or revaluation
- Conducts supplementary exams for final year students with only two arrear papers
- Submits the detailed results through the principal to the University for provisional and degree certificate

#### **Role of the Deans**

The Deans for Research, School of Biological Sciences, School of Language and Culture, School of Management and Economics and School of Physical and Computing Sciences are appointed by the Principal for a term of three years.

#### **The Deans have to**

- Coordinate and arrange the Statutory and Non-Statutory Body Meetings
- Deal with matters related to the University Grants Commission

- Allocate and dispense funds and grants by the UGC through the principal
- Prepare agenda and minutes for the Head of the Department and College Council Meetings
- Look into formal matters related to AIACHE, the Xavier Board, the Principals' Association and the Managements' Associations
- Supervise and promote research activities
- Allot seed money to staff for staff participation in seminars, meetings, conferences and programmes within and outside the college
- Administer preparation and follow-up measures of the commissions from different agencies like the Government, the University, the UGC and the NAAC
- Supervise certificate courses and maintain accounts
- Prepare Prospectus, Applications, Academic Calendar and collate reports
- Initiate and scrutinize revision of syllabus for UG/ PG courses once in three years
- Apply to the University for new courses /additional seats

#### **Role of the IQAC coordinator**

The IQAC coordinator is appointed by the principal for a period of three years. She has the responsibility of maintaining the quality standards of the institution.

#### **The IQAC coordinator has to**

- Contribute as member of Statutory and Non-statutory Bodies
- Commit to the policies and orientations of the college
- Place plans and proposals for implementation of the recommendations of peer team visits
- Circulate plans and take steps for implementation
- Support to conduct workshops, awareness programmes, special lectures on quality innovations, Curriculum, Teaching-Learning and Evaluation
- Disseminate information on various quality parameters of higher education to the performing bodies of the institution
- Contribute to effective implementation for total quality management
- Arrange orientations, trainings and professional development
- Plan and convene the 'A' order meetings
- Collect, maintain and analyse documents and document evidences for quality improvement
- Prepare the Annual Quality Assurance Report (AQAR) and submit it to NAAC regularly
- Augment research, reforms and facilitate students to skill oriented learning
- Assess student progression and teaching learning process
- Ensure effective implementation of student support systems and services
- Obtain feedback from students, staff, alumnae and stakeholders and take action
- Coordinate with all stakeholders for quality sustenance and quality improvement

## **Role of the Directors of Centres/ Coordinators**

The Directors of Centres and Coordinators are appointed by the principal. They are in charge of the functioning of clubs, forums and cells under them.

### **The Directors/ Coordinators have to**

- Work collectively and individually towards women empowerment
- Coordinate and discuss with members of their clubs on plan of action
- Lay plan of activities and intimate the same to the principal
- Ensure efficient conduct of activities related to the clubs and forums
- Create awareness and orientations through effective workshops
- Be conscious of developing the skill and human values of students
- Document activities and maintain record
- Develop leadership skills
- Train students to volunteer services for societal welfare
- Motivate students to strive for the cause of nation building
- Create avenues for job opportunities
- Promote the wholistic well-being of students
- Organise meetings and fellowships to integrate relationships

## **Role of the Heads of the Departments**

The Head of the department must be efficient to steer head the department in all its activities. Their term of office is 5 years.

### **The Head of the Department has to**

- Present plan of action and requirements to the principal
- Allot workload to teaching faculty and lab assistants for each semester
- Prepare timetable for each semester
- Look after the day-to-day administration of the academic work of the department
- Forward casual leave forms of staff to the principal
- Ensure work adjustments in the absence of the faculty
- Organize regular staff meeting to discuss, plan and sharing of responsibilities
- Maintain an Inventory Register for stock verification every year
- Take initiative to arrange National, State, Regional, local level seminars
- Forward students' educational tour plan and representations to the principal
- Execute academic requirements placed by the controller and deans
- Maintain a department Log book to record its activities
- Establish team spirit and friendly relationship in the department



## **Role of Faculty**

Faculty of both regular and self supporting courses are instrumental and part of the institutional growth and functioning. They are endowed with special responsibility as a teacher and individual responsibility as staff-in-charge of various activities.

### **Each Faculty has to**

- Represent the Servite vision principle
- Be role models for the student community
- Serve with commitment for academic, moral and spiritual enrichment of students
- Work conscientiously and fulfill the purpose of the vision and mission of the college
- Show willingness to undertake responsibility and work towards its fulfillment
- Update knowledge, skills and transfer the same to student community
- Discuss or offer suggestions for change and improvement with the secretary or principal
- Coordinate with the deputy vice-principal in matters related to students
- Cooperate with management's decision in all its academic and non-academic activities
- Maintain dignity, honour and truthfulness in work entrusted
- Create a composite culture of harmonious relationship with all
- Promote the academic repute, culture and heritage of the institution

### **The Servite Sisters as Staff have to**

- Act with responsibility and unity born of dialogue in all matters pertaining to the college
- Meet to share matters related to the institution
- Discuss and apply the directives related to the servite apostolate of education to the college
- Work individually, collectively and with commitment

## **Role of the Library Head**

The Library Director is in charge of the entire Library and effectively monitors its functioning.

### **The Library Head has to**

- Arrange along with the library non-teaching staff, the planning in the Library
- See to the maintenance of discipline in the Library
- Place order for books or any item of furniture in consultation and approval of the secretary
- Check whether the functioning of the staff and students in the library is satisfactory
- Report complaints if any to the principal or the secretary
- Enrich the library with new books and e-resources
- Encourage students and teachers to use the library to the maximum

- Maintain carefully valuable books
- Take remedial measure for the safe return of books
- Organise workshops and orient students on usage of library
- Develop and motivate reading habits

### **Role of the Superintendent**

The senior qualified non-teaching faculty is the superintendent of the administrative office. She is appointed by the secretary.

#### **The superintendent has to**

- Assist the secretary and principal in the administrative functioning of the college
- Keep in safe custody relevant documents of college, teaching and non-teaching staff
- Maintain records and certificates of the college related to University and Government
- Respond to university/government queries in consultation with the secretary or principal
- Process files of staff related to services, promotions and retirements
- See to procedures of long leave sanction and leave surrender
- Process government sanctioning of funds for teaching and non-teaching staff
- Record staff, attending seminars/conferences/workshops/ and on-duty leave
- Have a record of staff progression, attending orientation and refresher courses
- Look after the maintenance of the campus
- Act as a bridge between the management and the non-teaching staff

### **Role of Student Support Office Assistant**

The student support desk assistant is appointed by the secretary. She may be a servite sister or senior non-teaching faculty in charge of student support system.

#### **The Student Support Office Assistant has to**

- Issue applications and prospectus to applicants for admission
- Assist the admission committee at the time of admission
- Maintain record of student data
- Notify students on fees payments
- Be in charge of the records and certificates of students
- Maintain students' attendance register
- Process and see to students scholarships and other assistance
- Enable backward community and physically challenged students to receive government aids and funds
- Keep a record of student progression
- Be in charge of the graduation process and issue of degree certificates
- Assist the controller's office in the conduct of examinations
- Act and contribute towards the welfare of students
- Coordinate with the vice-principal to implement welfare schemes

The roles designated to each member of St. Mary's College fraternity will help to effectively execute the administrative and academic functioning.

### **Redressal of Grievances**

The college Grievance Redressal Cell comprising of the principal, deputy vice- principal, lay vice-principals, two counselors and the student president, rectifies students grievances brought to the cell. Unresolved serious grievances are taken to the Review Committee constituted by the superior General.

#### **Review Committee**

- Consists of atleast three members- servites and lay to deal with the case
- Settles disputes of the individual members of teaching, non-teaching staff or students that cannot be resolved at the college
- Grievances should be placed in writing to the Superior General/Provincial
- Submission of grievance must be accompanied by a non-refundable arbitration fee of Rs. 1000 – draft drawn in favour of the Superior General/Provincial
- Evaluates earlier decisions taken locally in an effort to reach a just settlement
- Meets both the parties in question individually to be informed of the facts of grievance
- Ascertains the common ground of agreement and disagreement
- Evolves modalities of settlement through discussion among the members
- Holds discussions once again with the parties involved regarding the settlement
- Recommendations intimated to the Superior General in writing of three copies
- Final settlement communicated in writing to the aggrieved party and to the Management by Superior General
- The settlement announced will be binding on both the parties

The Grievance Redressal Cell and Review Committee create confidence in the members of the Marian family. Rectification and resolving of issues ensures a smooth functioning among the Servite Marian family.

### **Financial Administration**

#### **Resource Mobilisation Policy : Procedures of the Institution**

#### **Mobilisation and Utilisation of Financial Resources**

The institution is known for its credibility and integrity in its functioning since its inception in 1948. In its developmental phases it looks back at the pioneers who laid the foundation for this prestigious institution. The hardships underwent by them in the establishment of the institution and maintaining its status quo is imprinted in the annals of St. Mary's College. Resources play a major role in implementing strategies laid for progress. The strategy laid by the institution makes a vital link between external funding challenges and the continued internal improvements essential to achieve the objectives.

## **Placing Strategy**

### **Department Requirements**

- Heads of the departments need to plan their departmental requirements for the year
- They will have to submit the budget proposal to the Principal/Secretary
- It will include amenities or maintenance that needs to be done
- Minor departmental expenses will be met by faculty contribution
- Department accounts need to be maintained by staff-in-charge
- Expenses of higher denomination will have to be stated to the secretary
- Coordinators of various committees will have to maintain systematic accounts of expenditure incurred during the event/seminars/workshop and submit the same to the Principal
- Coordinators are thus made accountable to the Principal who in turn is accountable to the Management Committee

### **Placing in Finance Committee**

- The financial committee will include and draw the annual budget
- Requirements are to be placed in the committee by the principal
- Deans will have to present the requirements of their schools in the committee
- Budget outlay for administration purpose will be drawn
- The secretary is in charge of discharging funds for utilisation
- Procurator will state the financial status
- Major decisions on financial resources and expenses will be placed in the Management council

### **Placing in House Council**

- Will formulate strategic plan of expenditure to be met
- It will lay out the preamble and plan for the year
- The budget will then be presented in the Management Council
- Matters of priority and reach of dispensation need to be discussed
- Sanctioning will be done by the Superior General/Provincial/ Council the final authority
- Accounts will have to be maintained accurately for accountability

### **External and Internal Audit**

- The institution will have to conduct internal and external audit every year
- The directions of the auditors need to be taken into account

- A certified Chartered Accountant needs to be appointed by the Management for professional auditing
- Accounts of the college are to be maintained and regularly monitored by the administrative staff
- Auditing is to be done by the authorized auditor and the Utilisation Certificate has to be sent to UGC every year

### **Mobilisation of Funds**

- Receive funds from the management
- Fund mobilised from students' fees
- Obtain Grants from governmental organizations like UGC/ DST-FIST
- Faculty need to apply for Research Projects and receive funds for research
- Staff contribution for the institution, student welfare fund given
- Endowments made on behalf of faculty
- Alumnae and well-wishers contribution to meet event/ conference expenses
- Mobilize funds through consultancy

### **Utilisation Requirements**

- Resources need to be properly utilized for the allotted purpose
- Urgent requirements need to be met for the welfare of student community and the institution
- Funds received should move only through proper channels of administration
- Amount collected for the purpose need to be spent for the purpose only
- Using funds at the appropriate time will avert major expenses

### **Optimal Utilisation**

- Fund utilized for maintenance and building infrastructure
- Procurement of lab facilities and learning tools
- Payment of fees and helping the underprivileged students
- Endowment funds used for academic purpose
- Long term investment is kept in view
- Enhancing greenery, water facility and campus utility
- Student/Staff contribution at times of natural disaster and for charity are utilized rightly

The institution believes in accountability to the self as accountability to God. The growth of the institution will be a testimony for the proper utilization of resources.

## **Finance Committee**

The finance committee of the college functions under the chairmanship of the Principal as per the UGC guidelines. The Principal and the Secretary are accountable to the Governing body and the General body. All accounts of the institution should be in the name of the Principal/Secretary and not in individual names.

### **Non-salary Account**

The Secretary operates the non-salary account. Though it is a Government audited account, the income for this account comes from the management and other college resources. The grant to be given by the management to this account must be clearly spelt out in the budget. The income from the endowment deposited for the affiliation of courses is credited to the non-salary account. The amount got from the sale of application forms and non-registration fees go into this account. Returnable fees like the Recognition fees and official caution deposits should be credited to the account. The amount spent in the non-salary account but not assessed for grant may be shown as management contribution in the financial statement.

### **Special Fees Account**

The Principal operates the special fees account. As it involves mostly the collection from the students and is audited by the Government, it must be spent according to strict regulations prescribed by the Government. A copy of the students of accounts must be forwarded to the Secretary at the end of every financial year.

### **Grants from UGC**

All grants received from the University Grants Commission are operated by the Principal in accordance with the UGC regulations. A copy of the audited statement of accounts to the UGC should be forwarded to the Secretary. Research grants received from various agencies are operated by the Principal in a separate bank account. A copy of the audited statements of these accounts sent to the various agencies must be given to the Secretary. The Secretary also operates the accounts of the self-financing courses and rentals.

### **Financial Expenditure**

At the beginning of the year, the Principal and Secretary must present the plan of financial expenditure. The management should fix a certain amount of money from the institute for the development of the college.

### **House Community Council Sanction**

The sanction of the house council is necessary to open any other bank account apart from those mentioned so far by the Secretary or the Principal. The superior and the house council should be kept informed of the transaction of all the accounts operated by the Secretary and the Principal. The statement of accounts must be submitted to the house council and the community once in three months.

## **Endowments**

All endowments invested in fixed deposits of the college must be operated in a joint account of the Secretary and the Principal. The interest from these fixed deposits has to be credited. A list of all the endowment fixed deposits of the college must be maintained at the office of the Secretary with updated copies supplied every year to the Superior and the Principal.

## **Role of Secretary and Principal**

The Secretary and the Principal have to work in close collaboration and co-operation, exercising mutual trust and help. The Principal and the Secretary are accountable to the Governing body and General body. The secretary arranges to audit all the non-government audited accounts of the secretary and the Principal and submits the statements of accounts to the house council and the management every year. At the beginning of the academic year, the secretary and the principal will brief the General body on their financial transactions in detail during the previous year and there by proposes for the current year. The secretary is responsible for preparing the financial statement of the college at the end of the financial year and should submit the same to the Joint Director of- Collegiate Education within three months. The secretary sanctions loans to the teaching and non-teaching staff of the college after discussing with the principal about the loan application, following fixed norms regarding the loan.

## **Role of College Procurator**

The college procurator is a servite sister appointed by the Superior General in consultation with the Provincial. She is an ex-officio member of the Management Finance Committee of the College and sees to the financial management in consultation with the secretary and principal.

### **The College Procurator has to**

- Receive and send the budget of the departments to the secretary
- Prepare budget with the guidelines provided by the management
- Finalize the budget for the year along with the secretary and principal
- Submit the budget to the house council and college finance committee for approval
- Present a supplement budget for house council approval when expenses exceed Rs 100,000
- Send the consolidated budget to the Province council by the end of February
- Be responsible for computerizing all Governmental and Non-Governmental Accounts
- Automate daily the bills prepared and cheques signed by the principal and secretary
- Prepare the salaries digitally for the use of the Bank Extension Counter
- Monitor the payment of the management staff salary on the approval of the secretary
- See if all bills for activities of the college have the approval of the Principal or Secretary before payment

- Operate current expenses accounts jointly with the secretary and principal
- Consult with secretary and principal regarding day-to-day financial matters
- Maintain contributions, student welfare funds, poor students fund accounts
- Acknowledge donations by simple receipt/80-G receipt for 100% I.T. exemptions
- Register details of the students fee paid in the bank in the day to day cashbook
- Verify fees collections as per the students' strength of the college
- Scrutinize the Daily Fees collection Register (DFR) for regular college, self-supporting Courses, games with the challans and the Bank Statement
- Deduct loans and advances of staff at source, before payment with the approval of secretary and principal
- Put aside excess funds/surplus with the prior permission of the secretary and principal
- Get quotation before purchase of things
- Actively participate in all the non-academic activities of the institution
- Respect the right of the secretary, the principal, the director of the SSC to sanction
- Have in custody records relating to Bank accounts, namely cheque books, pass books, bank reconciliation statements
- Supervise the maintenance of the facilities and properties of the college

### **Maintenance Policy of the Institution**

St. Mary's College has an extensive area of buildings utilised to deliver its teaching and research programmes. The management consolidates a framework to ensure that these facilities are maintained effectively to support the institution's strategic objectives. A consistent approach to the maintenance of all facilities of the college is done.

#### **Objectives**

- Ensure that facilities are adequately maintained
- Is in accordance with statutory compliance
- Makes certain the effective functioning throughout its service life
- Take appropriate decisions in selecting maintenance strategies
- Ascertain that a sound basis exists for the allocation of maintenance funds
- Ensures that equipments, ICT tools, Lab facilities are always in ready and usable condition
- See if the college can respond or rectify immediately to any default in equipment service and building
- Make sure that facilities are always calibrated to provide quality usage



### **Fund Allocation**

- Funds will be used to achieve the benefit for infrastructure and equipments
- Maintenance fund will be prioritised within the budget levels
- It will be allocated in consideration to satisfy the teaching learning needs
- Whether it is within the constraints of available resources
- Use funds to maintain infrastructure facilities to the best standard possible
- Will meet statutory obligations and the operational needs of the institution

### **Planning and Scheduling**

- Plan and schedule maintenance in line with the requirement of the institution
- Need to ensure that it does not disturb the regular functioning of the college.
- Categorize maintenance into routine, priority and emergency.
- Plan maintenance considering cost, time and space
- Budget time and money requirements should be planned
- Optimize usage of manpower in maintenance

### **Role of the Management**

- Purchase order, amount, warranty/guarantee of equipment facility be recorded
- Facility inspection and monitoring be periodically done by administrators
- Disruption of the functioning of facilities, to be brought to the notice of the Secretary and the Principal
- Adequate measures are to be immediately taken
- Employee orientation on the duties and role be given at the beginning of each year
- Appraisals of performance of the facilities and human resources be got
- Training be given to the personnel to effectively handle equipments and instruct with recent trends

### **Functioning Structure**

- Upward mobility of work ethics is evolved here
- The institution primarily functions for the facility users
- Any default or malfunctioning is to be reported to the staff-in-charge who use the teaching aids
- The default or need is taken to the lab assistants / technicians for immediate rectification
- If the need is not rectified the heads of the department will approach the office superintendent
- It is to be brought to the immediate notice of the principal who reports to the secretary
- The Secretary immediately takes appropriate measures to set the maintenance issues and problem

### **Work Control**

- The technician and assistants in charge are required to give prior preventive maintenance plan
- They need to inform the predictive maintenance plan of likely defaults
- The secretary needs to be in charge of the contractor's services plan
- A shift work log must be maintained in the non-teaching staff office
- Hours of work/over -time work/ shift work/vacation time, be scheduled properly and record maintained
- Maintenance work request be maintained and recorded
- Details of maintenance work order of what, who, when and expenditure be maintained
- Allotment of who is in charge of what be defined and role assigned
- Organisational chart and duty time frames be listed

### **Facilities Protection**

- See to the facility security
- Ensure if there is Computer Security and information is secure
- Make certain if the Fire Protection System is always ready
- Generators and dangerous threat equipments are safely placed
- Wells are covered and corridors have raised barring structures

### **Environmental Concerns**

- See if the facilities maintained is away from health hazards
- If it is detrimental to environment concerns of the college
- Disposal of e-waste and dumping of waste is to be carefully done
- Ensure if it is in compliance with pollution control

### **Maintenance Features**

#### **Daily Maintenance**

- Daily cleaning of classrooms, library and office
- Daily lab maintenance of chemicals, instruments and ICT tools
- Proper arrangement of books and periodicals in libraries
- Cleaning toilets twice a day with disinfectant and ensure round the clock supply of water
- Daily cleaning of field, track, indoor stadium and gymnasium
- Watering plants and trees and cleaning the garden

#### **Periodical Maintenance**

- Repair/Replace broken furniture
- Check working condition of fans and lights
- Safety protection of chemicals, instruments and furniture ensured
- Safety and protection of books/ equipments sports equipments

- Checking generators and UPS on the level of diesel and water
- Prune and manure plants and trees

#### **Annual Maintenance**

- Annual checking to identify missing books in library
- Repair/Replace broken furniture, sports equipments in the gymnasium
- Annual Maintenance Contracts(AMC) and virus protection
- Repair/Replace worn-out parts in technical equipments and ICT tools

#### **Ethical Responsibilities**

- It is the prime concern of all who are part of St. Mary's to hold the properties of the institution as dear
- Students need to maintain the utilities provided to them with care
- Faculty need to guide in proper usage and maintenance of the classroom and campus
- Technicians and lab assistants constantly monitor the working conditions of the equipments
- Sanitary workers and cleanliness maintainers should consciously work to keep clean campus

Maximum utilization of the resources and facilities is possible if Marians conscientiously strive to maintain them efficiently.

### **Hostel Administration**

The principal is the ex-officio director of the college hostel. She is answerable to the University and the Government, on all matters relating to the hostel administration and should therefore keep in touch with the hostel administration.

#### **Members of the Hostel Board**

- Principal
- College Procurator
- Director/Assistant Director
- Wardens
- Student representative

#### **Role of the Hostel Director**

The hostel director is appointed by the provincial. She can function for a term of three years independently in the day-to-day administration of the hostel.

#### **The Hostel Director has to**

- Make admissions to the hostel and plan the regular programme for the year in consultation with the assistant directors and wardens

- Take all major decisions in the hostel in consultation with the Principal and the Superior
- Prepare data of hostel students with relevant details and submit them to the hostel board
- Adopt transparent methods in accounts
- Maintain financial transactions in two separate account books
  - One with details of receipts and expenses related to the mess
  - Second maintain an accounts ledger of all incomes and expenses
- Operate the bank account that includes admission fees, mess fees and establishment charges
- Meet major expenses from establishment charges and from other collections with clearance from the House Council
- Audit the hostel accounts separately
- Disburse concessions and scholarships according to guidelines given by the Superior/ Principal/ Secretary
- Sanction loans to hostel workers on requirement
- Constitute a mess committee to find the needs of the students
- Discuss with hostel student representative in the event of mess fee hike
- Follow token system for students using hostel during semester exams
- Meet the hostel students as a group or individually to guide and inspire them
- Instruct the warden to keep her informed of the hostel in her absence
- Consult with the superior and principal for serious disciplinary action if any
- Be responsible for all the hostel students and helpers
- Must be available to meet the students and their parents
- Meet the Hostel Board atleast once in two months

### **Admission Policy**

The Admission Policy is reflective on the apostolate of Servite education ministry. It takes efforts to make the marginalized and catholic young women its chief beneficiaries. The policies and procedures in admissions prove that “compassion” is the charism of the congregation.

#### **Target Students**

- First generation learners
- Marginalised
- Economically weak
- Destitute
- Physically challenged
- Rural background

### **Allotment of Seats**

- Management can admit 50% minority students at its own discretion under this category
- Ensure to fill the minority category to maintain the minority status
- Fills 50% according to the Tamil Nadu government norms for community reservations - OC: 31%, BC: 30%, MBC: 20%, SC: 18%, ST: 1 %
- 50% of community reservation allotments are based on merit
- Give priority to SC/ST catholic students in admission to UG courses
- Prioritize admission for catholics in PG courses

### **Admission Committee Members**

The principal shares her responsibility of the admission process with the admission committee set up for the purpose. The Principal, in consultation with the vice-principal, sisters as staff and superior, appoints the members of the committee and convenes meetings. The selection Committee for UG and PG courses is constituted on the State Government norms of co-opting a senior faculty belonging to SC/ST. The composition of the admission committee may be rotated once in two years, except for the principal, secretary, and the servite vice-principal.

- Principal
- Secretary
- Vice Principal
- Director of SSC
- Servite Teaching Staff
- Two Senior staff -(a catholic and a dalit)
- Lay staff - Regular
- Vice-principal SSC
- Lay staff - SSC

### **Role of the Admission Committee**

- Advise applicants to make right choice of course according to their aptitude and academic background
- Ensure that all applications are registered with all the particulars
- Strictly adhere to the admission policies outlined
- Consider special applicants brought by the superior and principal
- Take appropriate actions for admissions
- Principal will decide in any difficult case which has to be decided outside procedures
- Continue the healthy practice of not accepting donations
- Provide financial, academic and personal counseling assistance to the poor/dalit/ oppressed students

## **Appointment Policy**

The appointment of the teaching and non-teaching staff must be decided in the society governing body. The sanction of the governing body is needed before making them permanent. The interview board for the selection of the staff consists of the secretary, principal, vice-principal, SSC director and two external members. The head of the department may or may not be on the panel for interview for teaching faculty.

### **Appointment of Teaching Faculty**

#### **Application Procedures**

- The secretary will give an advertisement for all the vacant posts
- Candidates applying for the posts should send their applications to the secretary
- Applications will be processed and interview cards sent to the applicants by the secretary
- Interview will be held in the college for which the posts have been advertised

#### **Qualifying Requirements for Regular Appointment**

- Masters degree with SET/NET or Ph.D
- Knowledge and depth in the subject
- Field experience in youth activities and rural development work
- Good communication skills and creative performances
- Ability to promote the institutions vision, mission, goals and objectives
- Qualified first generation candidates to be given preference
- Preferences are inbuilt into the break- up of marks in interview for permanent posts

#### **Selection Process : Allotment of Marks -100**

- |                              |   |    |
|------------------------------|---|----|
| • Knowledge of the subjects  | - | 30 |
| • Teaching skills            | - | 25 |
| • Academic qualification     | - | 10 |
| • Religion catholic          | - | 10 |
| • Community SC/ST            | - | 05 |
| • Teaching experience        | - | 05 |
| • First generation qualifier | - | 03 |
| • Rural background           | - | 03 |
| • Creativity skills          | - | 04 |
| • Empowerment                | - | 05 |

#### **On Completion of Selection**

- Selected candidates will be informed by the secretary after being referred to the Superior General, Provincial and Governing Body
- At the time of appointment the staff appointed has to sign a common agreement form

### **Appointment in Leave Vacancies**

- For leave vacancies less than 10 months appointments should be made by the secretary from the available list of selected candidates in interviews already held
- If no interviews have been held the secretary can make appointments in short leave vacancies in consultation with the superior and principal
- At the end of the leave period/ academic year, such appointments should be terminated
- For leave vacancies more than 10 months the selection process is done by the secretary using the staff selection method
- If the candidates are found suitable these appointments are not terminated at the end of the academic year
- Suitable candidates may have to be relieved and reappointed after vacation period
- Staff on FDP can be relieved only when a qualified staff is available for appointment in the FDP vacancy

### **Probation Period Assessment**

- Orientation programmes for the newly recruited staff members must be arranged twice a year
- They must be made to share the Servite's vision of higher education
- Assessments should be conducted during the period of probation of the new recruits.
- Knowledge and communication skills to be assessed by students and head of the department
- Assessment obtained after the first six months of probation and by the end of the year
- Confidentiality of evaluation will be maintained
- Termination or extension of service done accordingly
- On any doubt regarding the merits of a probationer, her services should be terminated at the end of the first year itself
- If the service of a probationer is terminated, three months notice is to be given

### **Staff Appointment for Self-Supporting Courses**

- The staff selection is done by the staff selection committee if the candidate is selected for 10 months and more.
- Secretary is the appointing authority for all faculty members in self-financing courses in collaboration with the Principal
- If the appointment is for less than ten months, the secretary constitutes a selection board and chooses a suitable candidate
- Priority given to candidates with SLET/NET or with PhD
- Candidates with Masters and M. Phil are also recruited

- Priority be given for marginalized women
- Performance of the selected candidates be assessed periodically
- Management should decide whether to confirm or terminate service within one year
- Selected candidates may be appointed for two years
- If the faculty performance is satisfactory service could be extended for five years or made permanent
- Vacancies must be immediately filled when a faculty leaves

### **Appointment of Non-Teaching Staff**

The non-teaching staff form an integral part of the college administration. In addition to the academic qualifications as prescribed by educational authorities, the following norms should be kept in mind while recruiting the candidates.

#### **Qualifying Requirements**

- Suitability of the person for the job
- Personal qualification matching the job requirements
- Minimum qualification for the category of record clerk is VIII standard
- For any service staff it is sufficient that they know to read and write
- For appointment in the feeder category of record clerk and above a pass in S.S.L.C required
- Age limit of the Backward Community applicant must be below 35 years
- Preparedness for hard work
- Interest in the welfare of the institution
- Preferences given to Catholics, marginalized, destitute women, dalits and other backward classes

#### **Appointment and Promotion Procedures**

- Any candidate seeking appointment as a non-teaching staff should send in application with relevant particulars
- The secretary, principal, superior and the superintendent will conduct the interview and select the candidate for the non-teaching staff
- The secretary will issue the appointment order after referring to Superior General, Provincial and Governing Body
- The appointment is to be on the basis of probation for one year
- At the end of the year the employee should be confirmed of the job
- If found satisfactory his/her service to be retained and terminated if unsatisfactory
- As per the Tamil Nadu Private Colleges Regulation Act 1974, the promotion from one category to another in the non-teaching cadre is on seniority basis

After appointment the faculty must be provided training to share the vision, aims and objectives of the institution and be given opportunities for self-development and professional advancement.



## **Academic Policies**

### **Research and Consultancy**

#### **Aim**

The Research Policy of the institution aims to create and recommend a vibrant research culture among its members of faculty, student community and researchers. It would strengthen their competencies to facilitate active participation in research and related activities. It will pave way to generate academic and economic growth, achieve societal recognition and community development.

#### **Research Advisory Committee**

The committee will comprise of the principal as the chairperson, member secretary as the co-ordinator, 9 teachers as members and industry/academia representatives as its members.

#### **Specific Objectives**

- The research policy will be applicable to all faculty, students, external experts and industrialists associated with research enterprise of the college.
- To invigorate the institutional capacity for strategic, technical and operational planning, budgeting and exercising control over all the research activities of the college
- To frame rules and regulations, effective techniques and guidelines for the grant of research and other related activities
- To promote transfer of knowledge through consultancy
- To establish a framework to support consultancy activities and services

#### **General Objectives**

- To inculcate the research attitude among scholars and to promote them to undertake original research work and study
- To encourage staff to undertake major and minor projects in a wide range of fields
- To enable the staff and students them to present research papers in seminars and conferences and publish articles, chapters and books in UGC approved research journals
- To organize national and international seminars and conferences in collaboration with other institutions, universities and industries and transfer knowledge across the boundaries

- To create and administer a research fund for executing the research facilities of the college
- To render a methodology for a proper coordination of all the research activities of the college
- To integrate research with the curriculum through research projects by the learners
- To provide information about appropriate research opportunities announced by distinct academic research, industry or government organizations
- To establish linkages with the institutions, industries for internship on the job training and sharing of research facilities
- To have tie ups with MoUs for long term relationships with universities, industries, corporate houses to make the researchers do job oriented project work

### **Significant Functions**

The forum will:

- Facilitate the faculty in undertaking research by mobilizing research fund to pursue research
- Provide research facilities such as laboratory equipments, research journals, books and furniture
- Promote a research culture by gearing them to attend conferences, workshops and symposiums
- Encourage the staff and students to do research in collaboration with other institutions and research organizations
- Formulate curriculum for M.Phil and Ph.D programme
- Motivate to establish of specific research units/centres by funding agencies
- Organise seminars/workshops/symposiums/exhibitions to promote research activities
- Send research proposals to funding agencies to support students' projects
- Invite industries to use the research facilities of the college and sponsor research projects
- Approach National organizations such as UGC, ICSSR, DST, DBT, TNSCST to fund major and minor research projects undertaken by the faculty and students
- Develop and adapt an official code of ethics to check malpractices and plagiarism
- Motivate interdepartmental and interdisciplinary research projects
- Induce faculty to publish research articles and books in journal with high citation index to formulate rules and guidelines for research related leave

### **Consultancy Guidelines:**

- Faculty and scholars need to undertake college facilitated consultancy activities and services provided with no conflict to the interests of the institution
- Consultation services can involve industries, factories, institutions and other knowledge societies
- Decisions and approval to consultancy services should be made by the head of the department and institutional head
- The consultancy proposal should be a short term contract making minimal use of college resources
- The college is not liable for the performance or result of the consultation activities
- College name shall not be used unless permitted by written approval from the college authority/ research center
- Faculty/Scholars are fully responsible for all aspects of their individual consultancy and use of college equipment and resources
- The college/research center are subject to review suspected policy violation by consultant and make appropriate actions to close the consultation activities
- There is no provision to assign new staff during the period of consultation services
- The policy prohibits to publish the results of the consultancy activities
- Consultancy includes the source of income to consultant and to the college for research promotion

The Research and Consultancy Policy will substantially contribute to enriching quality in the teaching learning process and overall growth of the institution as a premier portal in the realm of Higher Education.

### **Code of Conduct for Teachers**

St. Mary's as a premier institution is esteemed for the value it imbues to its students. Ethics and code of behavior is the prime component of its entire system of functioning. The institution drafts code of conduct to each of its members, so that they are worthy and honourable to induct discipline and ethical behavior in the other. This is to ensure a uniform code of sharing responsibility to right and harmonious living in the campus and bear testimony to the values imbibed to the society at large.

### **Moral Conduct**

- Have a belief in any religion or conviction to instill faith in belief system
- Be with humility, simplicity and modesty
- Be confident, courageous and righteous to establish truth

- Be lovable, genuine, compassionate with humanitarian principles
- Have commitment with human values and convictions
- Possess and actualize a full devotion to duty
- Be aware of the feminine power and inner strength
- Work in line with the principles of human rights and social justice
- Respect the rights and dignity of people
- Act with honesty and integrity at all times

### **Professional Conduct**

- Keep professional knowledge, research and skills consistent and updated
- Have knowledge of relevant guidelines and educational developments
- Reflect upon and evaluate practice as part of continuing professional development
- Uphold the highest possible standards of quality education
- Make the best preparations for the career of teaching
- Be good in planning, time management and decision making
- Practice ethical behavior when it comes to reporting grades and handling assessments
- Maintain confidentiality in professional practice
- Comply with all applicable legislation, professional codes of conduct or practice
- Refrain from availing themselves of leave except on unavoidable grounds

### **Behavioural Conduct**

- Present proper behavior to be accepted as role models and inspirers
- Be leaders in the classroom, earning the respect of students
- Maintain ethical behavior in professional practice
- Have high obligation to live with dignity in all places and all times
- Treat the non-teaching staff as colleagues
- Help in the function of meetings covering both the teaching and non-teaching staff
- Engage in appropriate relationships with colleagues and handle disagreements in private
- Treat the members of the profession in the same manner as they wish them to be treated
- Speak respectfully of other teachers and render assistance for professional assistance
- Be polite and mature as well as refrain from gossip

### **Work Conduct**

- Create a joyful and harmonious working environment
- Establish relationships based on courtesy, mutual trust and open communication
- Treat all people with dignity and unconditional respect

- Behave with equity regardless of community, academic ability and religious persuasion
- Work in a collaborative manner with colleagues and other professionals
- Maintain good relationships with students, parents and guardians
- Be open and responsive to constructive feedback
- Seek appropriate support, advice and guidance in times of need
- Respect the rights and inherent dignity and worth of persons
- Accurately represent and maintain certifications, licenses and other qualifications

### **Classroom Ethics**

- Provide an environment conducive to learning and growth
- Facilitate students with the information and learning tools to master the subject
- Respect the right and dignity of the student in expressing her opinion
- Deal justly and be impartial with students without any discrimination
- Be affectionate and not vindictive towards any of the students
- Recognize the difference in aptitude and ability and strive to meet their needs
- Make themselves available even beyond the class hours
- Help and guide students without any remuneration or reward
- Have regard to the safety and wellbeing of students under their responsibility
- Respect the uniqueness and diversity of the learning community they are part of

### **Social Conduct**

- Perform in social interactions with a positive mental attitude and proper way
- Strive to keep the public informed of the educational programmes offered
- Use education to strengthen the intellectual and moral life in the community
- Perform duties of citizenship, extension and participate in community activities
- Need social prudence to perform the duties of any professional assignment
- Maintain sound mental health and physical stamina for effective functioning
- Decent dress code, neatly clad attire and dignified appearance be maintained
- Interact positively with parents and other stakeholders and avoid being unduly influenced
- Contact with parents must be professional, free from arguments and physical contact
- Arrive on time for meetings and for work, following directions and abide by policies

### **Specific Charter of Ethical Code**

- Raise standards to receive National and International Awards
- Offer suggestions or place grievances in the suggestion box
- Voluntarily handle coaching classes for competitive exams
- Show willingness to participate in the department activities
- Encourage students to think globally and to act locally

- Promote students to find placement in high positions
- Motivate students to become scientists, writers, social activists and so on
- Give prior information to principal and students to conduct special class
- Be trained in time management for personal and academic work
- Draft a daily work plan
- Be punctual and enter and leave the class on time
- Encourage students to keep campus clean and green
- Train students to use the right bins for wastage dumping
- Identify the economic and social status of students
- Mentor should have the phone numbers of the Mentees
- Mentor is responsible for the discipline of the mentees

This Code of Conduct provides a formal framework of ideals designed to guide and encourage all teachers to achieve moral standards of ethical behaviour and professionalism in their dealings and relationships with students, colleagues, management and the stakeholders.

### **Code of Conduct for Students**

Every student of the college is entrusted with the responsibility of upholding the values of womanhood. As a Marian she must:

#### **Ethical Conduct**

- Imbibe moral, religious values instilled
- Be punctual and regular in attendance
- Be with humility, simplicity and modesty
- Be confident, courageous and righteous to establish truth
- Be lovable, genuine, compassionate with humanitarian principles
- Actualize a full commitment to learning
- Be aware of the feminine power and inner strength
- Act with honesty and integrity at all times

#### **Campus Conduct**

- Work hard to equip with knowledge and skills imparted
- Endeavour to create an atmosphere of friendly and cordial relationship
- Respect superiors and seniors and be polite and courteous to all
- Be neatly and modestly dressed in saree, half saree or churidhar
- Keep the classrooms and college premises clean and belongings neat and tidy
- Regard the college property as one's own and handle them properly
- Read notices placed on the notice board

## **Social Conduct**

- Carry values of the institution to the society at large
- Create social awareness among the neighbourhood
- Behave modestly in working and living environment
- Act with prudence and maturity
- Contribute to familial and social progress
- Participate in social interactions with a positive attitude
- Strive to strengthen the intellectual and moral life in the community

This code of conduct for students will enable them to achieve standards in learning and living.

## **Ventures for Institutional Growth**

### **Starting New Programmes**

Proposal is to be framed in accordance of the significance of the programme in providing skill, job opportunities and social relevance. Financial viability and availability of infrastructure must be taken into consideration. The principal suggests the proposal to start the new programme in the self supporting system. The proposal must be sent to the Superior General and Provincial for approval. After approval by them, the application could be sent to the university. The process must be initiated early in the month of January, if it is to be implemented in the academic year.

### **Evaluation**

It is important that quality education is imparted through these programmes. There must be an evaluation of these programmes once in three to five years. If they are found wanting in quality education, student strength and competent staff, the management must be ready to wind them up.

### **Community Development Programmes(CDP-TOUCH)**

#### **Adopt to Adapt**

The institution can engage students in promoting welfare of the downtrodden through the Community Development Programme – Towards Upliftment and Community Healing (TOUCH), the NSS Units, and the clubs and forums. It can adopt an area to focus outreach activities so that students adapt better to the realities of life. The CDP can lead to the transformation of the college community as well as of the neighborhood. Staff and students must involve in the service of the rural and the semi-urban poor. The extension services will enable to improve the quality of life and living, thus empowering the self and society.

## **Role of CDP**

- Undertake statistical data to assess social standards
- Provide impacts of literacy awareness
- Facilitate interfaith - community dialogue and facilitate harmony
- Create awareness on precarious diseases and curb its spread
- Promote gender equity for a just society
- Provide training for self employment to raise economic standards
- Generate eco-consciousness for green sustainability
- Be progenitors of humanism with interrelatedness to the downtrodden
- Introduce government welfare schemes

## **Networking Associations**

### **Staff Enrichment Forum**

The forum acts as a linking body of all teachers. It provides a platform to unite in celebrating accomplishments and services of faculty.

#### **The Staff Enrichment Forum has to**

- Organise periodical gatherings to promote a congenial fellowship with its members
- Represent faculty suggestions and grievances to the management
- Enable to maintain healthy relationships
- Contribute to implement successfully institution's development schemes

### **Student Council**

Student Council is to be constituted to give an equal representation and participation for students in all academic and non- academic activities of the institution. A committee of staff members are to be chosen as the Students' Council Advisors every year. The Student Council with elected representatives as student president, secretary, vice-president for regular and self supporting courses has to be constituted. The council is to be delegated with responsibilities that warrant efficiency in organising activities along with Student Council Staff Advisors.

#### **The Student Council has to**

- Lend support to the vice-principal for student progression
- Act as a liaison between the college students and the administration
- Represent the students in meetings/ functions inside and outside the college
- Play an active role in all the activities of the college
- Take part in organizing effectively programmes organized in the campus
- Execute duties entrusted with dedication and commitment
- Monitor the discipline of the class with the aegis of student representatives
- Place observations on behalf of students in the Board of Studies and Statutory Bodies



- Represent students grievance in the grievance redressal committee
- Obtain Feedback and evaluation of the student-members in curriculum, teaching and learning
- Maintain an amicable relationship with the student community, teaching and non-teaching fraternity
- Council members work towards progress of the institution and involve actively in community development
- Extend humanitarian social services readily in the event of calamities

### **Counselling Forum**

The counseling forum has to develop the students' positive attitude, interpersonal and intrapersonal relationship and help attain self-awareness and realization. It should be active with full time professional counsellors. Teachers must also act as guardians and mentors for students and steer them to orient their focus towards desired goals.

#### **The Counsellors have to**

- To empower the young women
- To develop progressive and positive attitude
- To enhance leadership qualities
- To eliminate impediments towards goal achievement
- To relieve students from psychological disorders such as anxiety, hopelessness, depression and irritability
- To create the students' sense of mental wellbeing

### **Parents Teachers Association (PTA)**

Parents' role in the formation of their children continues in the portals of St. Mary's. Interacting and associating with the parents will make the task of grooming wards very effective and meaningful. A network between parents and the institution enriches students' growth.

#### **The Parents Association has to**

- Orient parents at the time of the entry of the wards on the vision courses offered, attendance and discipline
- Provide orientation and counseling on youth psychology
- Organise meetings with the HoDs, teachers, hostel warden to discuss progression of their wards
- Provide platform to parents for suggestions and feedback

## **Alumnae Association**

The Marians have to uphold the proud privilege of living the Servite Marian mission of contributing to familial and social progress. The alumnae have to torch-bearers of such mission. It must have an actively functioning Alumnae Association. It comes under the Societies Registration Act of 1860—Society of Mother of Sorrows Servants of Mary.

### **Alumnae have to**

- Gather annually to revive their bond with their Alma Mater
- Be represented in the Board of Studies
- Give feedbacks on institutional growth
- Motivate students with the legacy of their institution and the values learnt
- Resourcefully share expertise
- Involved in extension services with tie-up with the institution
- Organized orientation and guidance for student welfare
- Provide financial assistance and contribute generously for improving facilities

## **Ethical Education**

St.Mary's college should train youngsters to live meaningfully and harmoniously in a multi-religious and pluralistic cultural society. Faith formation is an aspect, which will develop the spirit of mutual respect and active dialogue, leading to mutual enrichment in faith.

## **Religious Reflections**

- Students need to be trained to grow in genuine devotion to God
- Place Mother Mary as a model of willing surrender and commitment
- Integrate values in regular classes
- Conduct ethics classes for catholic and non-catholic students
- Celebrate in harmony all religious festivals
- Train in spiritual exercises like meditations and yoga
- Be part of Friends of Servite Sisters (FSS) fellowship
- Work in unison with the Campus Ministry for spiritual animation
- Ally with AICUF to execute socio-religious concerns

These ventures of the institutions along with the effective functioning of the clubs/forums/cells and committees will endorse the advancement of every student, faculty and individual and contribute to institutional growth.

## Concluding Note

The responsibilities to be shouldered are immense and noble. The task that lies ahead is challenging. Administration is the foundation-stone where the majestic institution 'St. Mary's College' is built. So, each one associated with the administration process has to perform their role with utmost sincerity and commitment. The policies framed and the roles mentioned, cover only major essential features to be followed. Minor details may yet depend upon the discretion and conscience of the concerned.

Policies are subject to change with changing times and the rules and regulations governing the state and the nation regarding higher education. The role assigned and functions drafted, only signify the parameters essential for effective functioning of the educational system in St. Mary's College. The policy draft will definitely strengthen the morale, the ethics and build the academic acumen of each individual associated with the institution.

Ideals of Women Empowerment have been held aloft and each note spelt in form in this policy, articulates the inner growth needed for progress. The Servite spirit of integration and commitment will enable each Servite Marian to carry the flame of love, faith and liberty to the very fringes of this semi-urban coastal area.

St. Mary's has always prioritized culture and tradition of the region. A genuine focus of retaining and inculcating the heritage of values has always been behind the key mapping of codes. A continuation of this and amalgamation of right measure of modernization will set the institution as foremost even in the years to come.

Finally, accountability is the most important ingredient of efficiency. So, let the Servite Marian fraternity strive together to empower young women through holistic education, uphold the Servites' values and progress in the mission of Servite Education Ministry. Let the Marian journey continue, living the motto *Fide Vivant* - Live by Faith.

## **Annexure - I**

### **Disabled Policy and Barrier Free Environment**

Our Institution ensures admission of students from all the layers of the population and follow the policy of inclusion to secure the equal rights and dignity of every individual.

Disabled students were given admission as per the UGC guidelines.

Students with disability were given remedial classes and learning materials to encourage their learning spirit.

Scribes Forum was formed to help the students to appear for the internal and external examination with comfort and ease.

Screen Reader was provided for the visually challenged students.

Ramps in the campus assist them to move freely and accessible washrooms for the disabled created a congenial atmosphere.

Counselling Forum provides wellness counselling for the well-being of the physically challenged students.

Vocational training is given for the disabled students to ensure self-employment

Every individual student was given equal opportunities and chance to acquire education and participate in sports.

Autism student from our institution had won first prize in the Para Games for Cerebral Palsy 800 mts, Discus Throw and Shot Put.

Barrier free environment in the campus provides the rights of equality to all the students without any discrimination based on religion, caste, race, creed, etc.

Admission to the students, and the appointment of teaching and non - teaching faculty are carried out as per the updated UGC norms.

The Institutional Policies of the management was based on the right of equality.

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