




**7.1.10 Code of ethics policy document**

**Index**

<b>S. No.</b>	<b>Name of the Document</b>	<b>Page No.</b>	<b>Link</b>
<b>1.</b>	<b>Code of ethics policy document for students</b>	<b>2</b>	
<b>2.</b>	<b>Code of ethics policy document for teachers and other staff</b>	<b>5</b>	
<b>3.</b>	<b>Code of ethics policy document for administrators</b>	<b>23</b>	

**Code of ethics policy document  
for  
Students**



# ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66  
on a 4-point scale  
Karumathur - 625 514, Madurai District, Tamilnadu

## Code of Conduct – Students

### General Discipline

- Students are to wear the identity card within the college campus and while representing our college elsewhere.
- Talking in English in the college-premises is mandatory.
- At the stroke of the first bell, all students are to move towards the classroom and occupy their seats.
- The students are expected to keep standing in silence during prayer.
  - For Shift – I: There is a short prayer at 8.25 am and teaching-learning process begins at 8.30am.
  - For Shift – II: There is a short prayer at 1.25 pm, and teaching – learning process begins.

### Conduct during Class Hours

- Students should remain standing as the teacher enters, and again as she/he leaves the classroom.
- Only authorized persons can enter the classroom during working hours.
- Students should avoid loitering on the verandahs, during classhours.
- Students should move from one class to another without causing any inconvenience to others.
- Students should maintain dignity and decorum in all common gatherings.

### Notice –Board

- Students are to go through daily, the information displayed on the notice boards. Ignorance is not an excuse.
- Students are not to tamper with any notice displayed.
- Only with the explicit permission of Fr Principal, any notice can be put up and/or any handbills can be circulated





# ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66  
on a 4-point scale  
Karumathur - 625 514, Madurai District, Tamilnadu

## Dress code

- Every student is expected to be in a simple and modest formal dress. Girls are expected to be either in saree with sleeved blouse or chudidhar or salwar kameez with sleeved long kurtha and dupatta.
- Boys are expected to come in shirt and full pair of pants. T- Shirt is not permitted.
- Boys are expected to have a normal Haircut & avoid Earrings.

## Code of Relationship

While the college administration is for fostering wholesome relationships in our campus among all its members, it expects everyone to take extra-care to scrupulously shun occasions and places involving meetings of members of complementary sexes that invite attention of the authorities.


## Eco-Friendly Zone

Students are responsible to keep the campus clean. They should further keep the campus litter-free. Our campus is "Smoke-Free and Plastic-Free".

## Code of Behaviour

- Use and possession of drinks and drugs imply immediate dismissal from the college.
- Smoking in the campus (including the college hostel) is prohibited.
- Under the *Educational Rules of the Government*, students involved in anti-social activities are liable to be fined, suspended, and expelled.
- Under the *Educational Rules of the Government*, students resorting to ragging in any form within and outside the campus will be expelled from the college.
- Decent conduct is expected of an AAC student both within and outside the campus.
- No AAC student shall be a member of any association or club without the express permission of the Principal.
- Use of mobile phones is prohibited inside the college campus. Possession/use of cell phones within the campus will invite severe punishment.
- Decency demands that students are not involved in any kind of wild, noisy and disturbing behaviour during celebrations.
- Racing the vehicles or use of vehicles with defective silencers are not permitted.



  
**Principal**  
PRINCIPAL  
Arul Anandar College  
Karumathur-625 514  
Madurai Dt.



**Code of ethics policy document  
for  
Teachers and other staff**



# ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66  
on a 4-point scale  
Karumathur - 625 514, Madurai District, Tamilnadu

## Code of Conduct – Teaching staff


The teaching staff will employ herself/himself honestly, efficiently and diligently under the orders and instructions of the Secretary/Principal or other Officer of ARUL ANANDAR COLLEGE under whom she/he shall from time to time be placed as teacher in the said college in which capacity she/he will discharge all such duties pertaining to that office and do all things which may be required of her/him or which are necessary to be done in her/his capacity as aforesaid and will make herself/himself in other respects generally useful as may be required of her/him.

The teacher will not normally or on any pretense be absent herself/himself from her/his duties without first having obtained the permission of the Secretary/Principal or any one authorized in his behalf or in case of sickness or inevitable accident without forwarding where necessary and medical certificate is satisfactory to the Management as may be required by the leave rules for the time being in force in ARUL ANANDAR COLLEGE.

The teacher will develop her/his whole time to fulfill the duties of the said employment and will not on her/his own account or otherwise either directly/indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative kind without the specific written sanction of the Secretary.

The teacher shall conform to all the rules and regulations for the time being in force in ARUL ANANDAR COLLEGE and obey all lawful orders and direction, as she/he shall, from time to time, may receive from any authorized officer of ARUL ANADAR COLLEGE.



  
**Principal**  
PRINCIPAL  
Arul Anandar College  
Karumathur-625 514  
Madurai Dt.





# ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66  
on a 4-point scale  
Karumathur - 625 514, Madurai District, Tamilnadu

## Code of Conduct – Non-Teaching staff

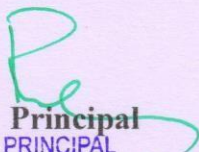
The non-teaching staff will employ herself/himself honestly, efficiently and diligently under the orders and instructions of the Secretary/Principal or other Officer of ARUL ANANDAR COLLEGE under whom she/he shall from time to time be placed as non-teaching staff in the said college in which capacity she/he will discharge all such duties pertaining to that office and do all things which may be required of her/him or which are necessary to be done in her/his capacity as aforesaid and will make herself/himself in other respects generally useful as may be required of her/him.

The non-teaching staff will not normally or on any pretense absent herself/himself from her/his duties without first having obtained the permission of the Secretary/Principal or anyone authorized in his behalf or in case of sickness or inevitable accident without forwarding where necessary and medical certificate is satisfactory to the Management as may be required by the leave rules for the time being in force in ARUL ANANDAR COLLEGE.

The non-teaching staff will develop her/his whole time to the duties of the said employment and will not on her/his own account or otherwise either directly/indirectly carry on or be concerned in any trade, business or canvassing work or the like of a remunerative kind without the specific written sanction of the Secretary.

The non-teaching staff shall conform to all the rules and regulations for the time being in force in ARUL ANANDAR COLLEGE and obey all lawful orders and direction, as she/he shall, from time to time, receive from any authorized officer of ARUL ANADAR COLLEGE.



  
**Principal**  
PRINCIPAL  
Arul Anandar College  
Karumathur-625 514  
Madurai Dt.



# Corporate Policies of Jesuit Higher Education



**JESUIT MADURAI PROVINCE**  
**GOLDEN JUBILEE YEAR**  
**(1952 - 2002)**

*R.*



# Corporate Policies of Jesuit Higher Education

*Co-ordinator*  
JESUIT HIGHER EDUCATION COMMISSION  
JESUIT MADURAI PROVINCE



**Jesuit Madurai Province**

**GOLDEN JUBILEE YEAR**

**(1952-2002)**

*h*

**CORPORATE POLICES OF  
JESUIT HIGHER EDUCATION**

Commission  
Jesuit Higher Education  
Jesuit Madurai Province

**First Edition 1998**

**Revised Edition 2002**

Printed at  
Muthuleetchumi Press  
Palayamkottai

*Rm*



- 1.3.16 If after the interview, some allegations of a serious nature detrimental to the appointment of the selected candidate are made, the PCHE should be contacted. The PCHE will gather relevant information to ascertain the seriousness or otherwise of the case. If the matter is of a serious nature, the selection of the candidate will be reviewed by an *ad hoc* committee consisting of the PCHE, the Secretary and the Principal of the college involved and one of the external members earlier present at the interview and the original decision of the Board may then be altered if necessary.
- 1.3.17 The Coordinator recommends the selected candidate to the Provincial. With his approval he asks the Secretary to appoint the selected candidate.
- 1.3.18 Expenses for the advertisement are met by the Coordinator. The T.A. and D.A. claim and local hospitality for the outstation members of the interview board are the concern of the colleges in which interviews are held. A clerk should be appointed to check the certificates of those who appear for the interview.

## 2.0 STAFF APPOINTMENT

- 2.1 Appointment in permanent vacancies will be done from the selected list of candidates provided by the Common Staff Selection Board.
- 2.1.1 In making such appointments, the rank indicated in the selection list should be adhered to.
- 2.1.2 The Secretary of the college sends the appointment order to the selected candidate and makes the appointment.

- 2.1.3 A copy of the appointment order should be sent to Fr. Provincial, Fr. Rector and the Province Coordinator.
- 2.1.4 **Special cases pertaining to selection and appointment of staff that fall outside the stipulated norms should in every instance be referred to the Higher Education Commission.**
- 2.1.5 If priests (diocesan or religious) join the Department of Philosophy at Arul Anandar College, a sponsoring letter addressed to the Governing Body of the college from the regional conference of Bishops / Provincial of the religious congregation should be obtained.
- 2.1.7 Migration or mutually agreed transfer of our staff (teaching and non-teaching) from one Jesuit college to another may be effected by mutual consent of the Secretaries. The matter should first be referred to the Higher Education Commission in every case.

## 2.2 Appointment in Leave Vacancies

### 2.2.1 Short Leave Vacancies:

- i) For short leave vacancies (i.e. less than 10 months) appointments should be made by the Secretaries from the available list of selected candidates if interviews have already been held for the posts. While making such appointments, the rank in the list of the selected candidates should be adhered to.
- ii) If no interviews have been held with regard to certain posts and consequently no lists are available,



the Secretary of the college can make such appointments in short leave vacancies in consultation with the Rector and Principal. It may be yet good to have some sort of interview.

- iii) At the end of the leave period/academic year, such appointments should be terminated.

#### 2.2.2 Long Leave Vacancies:

- i) For long leave vacancies (i.e., more than 10 months) the selection processes are done by the Coordinator of the Province and the selected candidates are appointed by the Secretary.
- ii) These appointments are not terminated at the end of the academic year, if the candidates are found suitable. Since the government is not prepared to pay for the vacation period, the candidates may have to be relieved and reappointed after the vacation period.

### 2.3 FIP Vacancies

- 2.3.1 We are permitted to relieve the staff on FIP only when a qualified staff is available for appointment in the FIP vacancy.
- 2.3.2 The University Grants Commissions pays the substitute in the FIP vacancy.
- 2.3.3 Since the salary for an FIP substitute is received at a later date, a subsistence monthly salary of Rs.5000 must be paid to the candidate. This amount can be recovered as and when his salary is received.

### **3. 0 Period of Probation**

- 3.1 Orientation programmes for the newly recruited staff members should be held. They must be made to share the Jesuit vision of higher education. If necessary, the newly recruited candidates should be put through some programmes to improve their communication skills. Continuous follow-up is required to help the new recruits tide over the initial difficulties. Some members of the Jesuit community should be entrusted with the care of the new recruits.
- 3.2 Two types of assessments should be conducted during the period of probation of the new recruits :
- 3.2.1 One should relate to the knowledge and the communication skills of the probationers and this assessment should be made by students and the Head of the Department. Remarks are to be obtained from the HOD after the first six months of probation and then again towards the end of the year from the Principal and the students. Forms for assessing the probationers are to be distributed to students without prior intimation and these records of students' evaluation are also to be filed.
- 3.2.2 Another kind of assessment should be undertaken with regard to the probationer's commitment to the Jesuit vision of higher education. This assessment should be undertaken by the Head of the Department, some senior staff members and Jesuits who know the probationer. While assessing the probationer, the lay staff should be assured of strict confidentiality.



#### **4. 0 Termination of Service**

4.1 Termination of service of a probationer is to be done on the basis of periodic assessment of the staff during probation and records of this assessment should be carefully maintained.

4.2 If there is any doubt regarding the merits of a probationer, his services should be terminated at the end of the first year itself and he should not be reemployed in the same vacancy.

4.3 If the service of a probationer is terminated, three months notice or three months salary is to be given.

#### **5. 0 Appointment to the Headship of a Department**

5.1 The headship is a selection post since the appointment is made only after an interview in all cases. If the selection is to be made from within the same department, there is no need to advertise the vacancy in the papers. The senior staff who qualify should be invited to attend the interview and be asked to forward their curriculum vitae in advance to the Secretary. If there are no qualified persons within the department the post should be advertised.

5.2 The appointment is made on the basis of seniority cum merit. As a general rule, a senior person from within the same department should be promoted to headship. The 'merit' in question depends on: teaching experience, academic qualification, acceptance of the Jesuit aims and objectives of higher education in Madurai Province, leadership qualities and administrative abilities.

- 5.3 Though there is no difficulty in appointing the seniormost professor, it should be made known to the staff that it is not automatic. It is always a selection post and appointment is after an interview.
- 5.4 Expression of honest dissent should not be held as an objection to promotion to a higher post in our institutions.
- 5.5 As with the assessment of the candidates on probation, prospective promotions to the headships of departments in individual colleges should be brought to the notice of the Higher Education Commission.
- 5.6 The provision indicated in no. 5.1 above, is applicable also to all Jesuit teaching staff qualified for the post of headship.
- 5.7 The colleges are free to appoint heads on the basis of rotation. The period may be three to five years.

## **6. 0 Appointment of Vice-Principals/Deans**

- 6.1 As a rule at least one of the Vice-Principals is a Jesuit.
- 6.2 The number of Vice-Principals and Deans and their job descriptions are left to the individual colleges. Clear job description for posts of Vice-Principals and Deans should be formulated by individual colleges themselves. Various models are given under the section on role of office-bearers.
- 6.3 The following common procedures are however to be followed with regard to the appointment of lay persons for the posts of Vice-Principals and Deans.



- 6.3.1 The appointment of lay Vice-Principals/Deans should not be thrown open to election since these are academic and administrative posts and not representative or political ones.
- 6.3.2 Criteria regarding qualities required of persons to be appointed for such posts should be evolved by the colleges themselves.
- 6.3.3 An *ad hoc* committee (consisting, for example, of two senior staff members and the President of the Staff Association) should be constituted.
- 6.3.4 The committee after due consideration, consultation and discussion may present a list of three names from among which the management could appoint Vice-Principals/Deans.
- 6.3.5 The post is to be held for a maximum period of three years.
- 6.3.6 The Lay Vice-Principals/Deans should be given a greater share of authority and responsibility than what is given them now.

## 7. 0 Redressal of Grievances

- 7.1 The Provincial, who is also the Chairman of the Governing Body will appoint, when needed, a Review Committee at the Province level to settle disputes involving individual members of teaching as well as non-teaching staff or students which cannot be settled at the local level. It is called a **Review Committee** since it is a high level arbitration body whose main function is to review the earlier decisions taken locally in an effort to reach a just settlement.

7.2 The following norms are to be observed when anybody appeals to the Review Committee:

7.2.1 The aggrieved party appeals to the Review Committee only after he/she has explored the ordinary channels for redressal locally available such as the Head of the Department, the Principal/Rector and the Standing Committee of the Governing body.

7.2.2 He/she must submit the grievance in writing and address it to

The Review Committee

C/o The Provincial

Provincial's Residence

St. Mary's, Post Box No. 6,

Dindigul – 624 001.

7.2.3 The submission of grievance must be accompanied by an arbitration fee of Rs.300 (in the form of bank draft in favour of the Provincial). The money is not refundable.

7.2.4 The Provincial after ascertaining that all local channels available for redressal of grievances have been explored, appoints a Review Committee consisting of at least three members (Jesuit and lay) to deal with the case in question.

7.2.5 The committee meets both the parties in question individually to be informed of the facts of the case.

7.2.6 It ascertains the common grounds of agreement and disagreement and evolves modalities of settlement through discussion among the members of the committee.



- 7.2.7 It holds discussions once again with the parties involved regarding the settlement.
- 7.2.8 The Chairman of the Review Committee intimates to Fr. Provincial in writing (three copies) the recommendations.
- 7.2.9 The final settlement is communicated in writing to the aggrieved party and to the PCHE by Fr. Provincial. The settlement announced by the Provincial is binding on both the parties.
- 7.2.10 The T.A. and D.A. claims and hospitality of the members of the Review Committee are the responsibility of the colleges involved.
- 7.2.11 The possibility of appeal to a Review Committee at the province level and the modalities of its functioning should be made known to our staff and students and should be mentioned in the college handbook.
- 7.2.12 The functioning of the Review Committee should be evaluated periodically.

## **8. 0 Non-Teaching Staff**

8.1 Introduction : The non-teaching staff form an integral part of the college administration. They also share along with others in the common mission entrusted to the academic community of forming the youth entrusted to our care. Thus they become partners in the common enterprise of creating a just and humane society.

- 8.1.1 In addition to the academic qualifications as prescribed by educational authorities, the following norms should be kept in mind while recruiting the candidates.

- a) Suitability of the person for the job.
  - b) Personal qualifications matching the job requirements.
  - c) Preparedness for hard work.
  - d) Interest in the welfare of the institution.
- 8.1.2 For a post for which no **specific academic qualifications** are prescribed by the Government, we should insist on the candidate having the ability to read and write.
- 8.1.3 Preference should be given in the following order of priority:
- a) Catholic Dalits and Tribals
  - b) Catholic Non-Dalits
  - c) Other Dalits and Tribals
  - d) Other Backward Classes
  - e) Others
- 8.1.4 Children of our domestic and Class IV employees are to be given preference.

## **8. 2 APPOINTMENT AND PROMOTION OF NON-TEACHING STAFF**

- 8.2.1 Any candidate seeking appointment as a non-teaching staff should send in the application with relevant particulars.
- 8.2.2 **The Province Coordinator will conduct the interview and select the candidate for the Non-Teaching Staff also.**



- 8.2.2 The Selection Committee consisting of the PCHE, the Principal, Secretary, the Rector and the local Dalit Coordinator will interview the candidates and select a suitable person.
- 8.2.3 The Secretary will issue the appointment order.
- 8.2.4 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.
- 8.2.5 The appointment of non-teaching staff is on the basis of probation for one year and at the end of completing the probation the employee should be confirmed in his job, if found satisfactory or his service terminated if unsatisfactory.
- 8.3 **Service Conditions**
- 8.3.1 The service conditions of the non-teaching staff are as prescribed by the Government.
- 8.4 **Management Staff**
- 8.4.1 The selection, appointment, salaries and service conditions of those non-teaching staff who do not get the salary from the government are governed by the Jesuit Madurai Province Domestic Employees Regulations.
- 8.4.2 The Domestic Employees' Welfare Council could periodically check the implementation of the service conditions found in the Jesuit Madurai Province Domestic Employees Regulations.

## 8.5 **Training and Development**

- 8.5.1 The non-teaching staff should also share the vision, aims and objectives of the Jesuit institution. For this purpose opportunities should be given them to attend seminars, workshops and training programmes.
- 8.5.2 Opportunities should also be given them for self-development and professional advancement.



**Code of ethics policy document  
for  
Administrators**

# Corporate Policies of Jesuit Higher Education



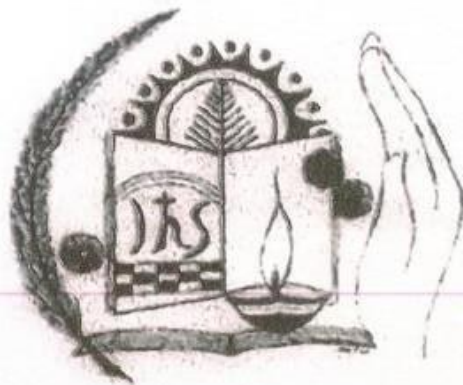
**JESUIT MADURAI PROVINCE**  
**GOLDEN JUBILEE YEAR**  
**(1952 - 2002)**

*R.*



# Corporate Policies of Jesuit Higher Education

*Co-ordinator*  
JESUIT HIGHER EDUCATION COMMISSION  
JESUIT MADURAI PROVINCE



**Jesuit Madurai Province**

**GOLDEN JUBILEE YEAR  
(1952-2002)**

*h*

**CORPORATE POLICES OF  
JESUIT HIGHER EDUCATION**

**Commission  
Jesuit Higher Education  
Jesuit Madurai Province**

**First Edition 1998  
Revised Edition 2002**

Printed at  
Muthuleetchumi Press  
Palayamkottai

*Ram*



## FUNCTIONS OF OFFICE-BEARERS

---

We are aware that each college has its own ethos and style of functioning. It is not attempted to bring any uniformity in this regard. Each college may as it thinks best assign responsibilities to office-bearers like Vice-Principals, Heads, Deans, Vice-Principal of the Evening College etc. Some existing models are given below just for the sake of information. If any college is inspired to follow these models, it may try.

It is suggested that each college may have a written manual of job descriptions for office-bearers. It will be very useful when new office-bearers take charge.

### Role of the Admission Facilitator

1. The admission facilitator takes charge of the process of admission right from the beginning till it is finished.
2. He works in close collaboration with the Principal.
3. The admission facilitator sees to it that the following are done:
  - Admission work is systematised,
  - Admission work is decentralised,
  - HODs are given importance,
  - Counsellors are appointed to guide the students,
  - An Admission Information centre is set up to disseminate information,

4. The applicants are graded according to the marks obtained in higher secondary/UG courses.
5. They are also be classified according to Religion and Community.
6. The admission committee decides on the cut-off marks for each category.
7. The purpose of having admission facilitator/s is to relieve the Principal of the burden of admissions.
8. There should be perfect understanding, trust and confidence between the admission facilitator/s and the Principal.

### **Role of the Local Dalit Coordinator**

1. The local Dalit Coordinator takes charge of the process of admission right from the beginning till it is finished.
2. He scrutinises all the applications of the Dalit Catholic students.
3. He grades the applicants based on the marks in higher secondary/UG Courses.
4. He accomodates the Dalit Catholics in the courses they want.
5. He studies the financial position of the Dalit Catholics at the time of admissions and if need be he recommends them to the Rector/Superior/Secretary to give them financial assistance and concessions in the beginning of the academic year itself and gets them admitted both in the college and in the hostel.
6. He gives proper motivation, and organises follow-up programmes for the Dalit students who are poor in studies and fail in the exams.



7. He takes stock of the position of outgoing Dalit Catholic Students.

### **Responsibilities Assigned to the Vice-Principals (St. Joseph's College Model)**

#### **To the Vice-Principal – I (Jesuit Vice-Principal) :**

Students' discipline, leave letters of students, late chit, coordinating student activities and orientation programme for newcomers, requirements of staff (teaching and non-teaching).

#### **To the Vice-Principal – II :**

Students' discipline, leave letters of students, late chit, exam, stationery, conduct of Mid and End Semester Examinations, free attendance, Coordinator of elective courses.

#### **To the Vice-Principal – III :**

Students' discipline, leave letters of students, late chit, maintenance of campus, contingent staff, arranging for photos / video recording in functions, electricity, noon-meal scheme, signing railway concession forms, signing bus passes, permission for re-tests.

### **The Jesuit Vice-Principal (St. Xavier's College Model)**

1. The Jesuit Vice-Principal should work in close collaboration with the Lay Vice-Principal and is mainly responsible for the general discipline of the students.
2. He monitors the attendance and regularity of the II and III year Degree students. He is responsible for all that concerns their attendance, regularity, leave of absence, leave on duty, medical leave, late coming, absence without leave and discipline.

3. He supervises the student council election and its activities in close collaboration with the students, council advisers and the Lay Vice-Principal. He convenes the council meetings two or three times a semester and looks after the council members.
4. He studies the results of the II and III year Degree students and keeps in touch with the weaker students.
5. He also meets the parents of the II and III year Degree students, weak in studies, to discuss the progress of their wards.
6. He selects the students of the II and III year Degree classes for prizes and medals .
7. He approves the class tours and field trips of the II and III year Degree students in consultation with the Principal.
8. He visits the exam halls during internal tests and semester examinations.
9. He looks after the general discipline during functions.
10. He attends to the general needs of the girl students.
11. He identifies the poor students among the hostellers and recommends them for scholarships and concessions.
12. Blood donation by students and staff comes under his control. Care should be taken in selecting the needy and deserving cases who request blood donation.
13. He keeps the Secretary informed of all the general facilities to the staff and the students like the canteen, furniture, electricity, drinking water and other requirements.
14. He meets the Principal regularly and keeps him informed of all developments. He is also in constant touch with the Heads of Departments.



## THE LAY VICE-PRINCIPAL (St. Xavier's College Model)

1. The Lay Vice-Principal should work in close collaboration with the Jesuit Vice-Principal and both are responsible for the general discipline of students.
2. He monitors the attendance and regularity of the I year Degree and the Postgraduate and M.Phil. students. He is responsible for all that concerns their attendance, regularity, leave of absence, leave on duty, medical leave, late coming, absence without leave and discipline.
3. He studies the results of the I year Degree and the Postgraduate students and keeps in touch with the weaker students.
4. He also meets the parents of the I year Degree and the Postgraduate students, weak in studies, to discuss the progress of their wards.
5. He selects the students of the I year Degree and the Postgraduate classes for prizes and medals.
6. He approves the class tours and field trips of the Postgraduate students in consultation with the Principal.
7. He looks after the general discipline during functions.
8. He is the Chief Superintendent of all the internal and external examinations from 1<sup>st</sup> August to 31<sup>st</sup> March.
9. He is in charge of the conduct of all internal assessment programmes of all students.
10. He supervises the invigilation work of all the internal tests and the semester examinations.

11. He prepares the identity cards for all the newly admitted students.
12. He looks after the Day Scholar Centre and the general needs of the day scholars.
13. The sweepers, the scavengers and the gardeners come under his control.
14. He identifies the poor students among the day scholars and recommends them for scholarships and concessions.
15. He meets the Principal regularly and keeps him informed of all developments. He is also in constant touch with the Heads of Departments.

**DIRECTOR, PG EVENING COURSES (St. Joseph's College Model)**

1. Once the admission list is finalized by the Committee, the Director takes charge of all affairs and monitors the attendance and academic performance of the students. He cares for the students and the staff till the students complete their course.
2. The day-to-day administration of the PG Evening Courses rests fully with the Director.
3. The timetable for each class and the assignment of a teacher for each class is to be approved by the Director.
4. The Director is to monitor the regular conduct of the classes.
5. No lecturer is to be absent or leave the class free without prior permission from the Director.



6. The Director makes sure that each class receives its syllabus and the progress of the class in learning the units in the syllabus is to be checked by him at random.
7. The attendance of the students is regularly monitored by the Director and in case of necessity the parents are contacted .
8. At the end of the semester, the Director condones the lack of attendance if there is a valid reason.
9. The Director is responsible for collecting the question papers and conducting the mid-semester and the end-semester tests.
10. At the end of the semester all internal assessments are to be checked and then passed on to the Controller of Examinations.
11. Scholarships, concessions, loan applications, transfer and bonafide certificates are signed by the Director.
12. The Director persuades the students to pay their semester and examination fees right on time.

**THE VICE-PRINCIPAL (EVENING COURSES) (St. Xavier's College Model)**

1. The Vice-Principal of the Evening Courses takes the place of the Principal in all the day-to-day academic and administrative programmes.
2. He assists the Principal in making admissions to the various Evening Courses.
3. He supervises the teaching and non-teaching staff in all that concerns their work - attendance, assignment of work, casual leave, internal tests, invigilation and discipline.

4. He directly controls the activities of all the students: attendance, assignments, leave of absence, leave on duty, medical leave, functions, internal tests, prizes and medals, results of the exams, meeting parents of weak students, absence without leave and general discipline.
5. He keeps the Principal informed of all matters pertaining to the Evening Courses and gets his clearance whenever necessary in academic matters. The Principal is the overall executive authority of the Evening Course programmes.
6. He takes instructions from the Secretary for all the teaching and non-teaching staff placements and their salary.
7. The various departments approach the Secretary through the Vice-Principal for all their requirements.
8. He visits the exam halls during the internal test programmes.
9. He keeps the Secretary informed of general facilities like canteen, furniture, electricity and drinking water.
10. The Director of the Computer Centre and the other coordinators work in good collaboration with the Vice-Principal.
11. Attention must be paid to the needs and problems of the girl students of the Evening Courses.

#### THE DEANS (St. Xavier's College Model)

1. The Dean's Office has a well-established structure with computers, xerox machine, typewriters and other facilities. It has a clerk, a typist and an attender.



2. The Deans deal with all matters related to the University Grants Commission and Autonomy. Grants received from the UGC are handled in the Dean's Office. Allocation and supervision of these funds are done by the Dean. All the communications from the UGC are dealt with by them. They also look after the FIP and other fellowship programmes of the UGC.
3. They plan, coordinate, supervise and arrange the meetings of the following: Governing Body, Academic Council, Boards of Studies of all Departments, Finance Committee, Planning & Evaluation Committee, Curriculum Development Cell and Research Cell. The minutes of these meetings are maintained in the Dean's Office.
4. The agenda and the minutes for the weekly meeting of the Heads of the Departments and for the monthly meetings of the College Council are prepared by the Principal and the Deans.
5. All the Research Departments and the Research Scholars deal with the Principal through the Dean's Office. All grants received by them are handled in their office and they deal with all communications and announcements in this regard.
6. The Dean's Office deals with the files relating to AIACHE, the XAVIER BOARD, JEA, the Principals' Association and the Managements' Associations.
7. All deputations of staff members to different programmes, staff participation in seminars, meetings, conferences and programmes within and outside the college are arranged in the Dean's Office.
8. Visiting commissions from different agencies like the Government, the University, the UGC, the NAAC, and



others are received by them. They also take up the preparation and the follow-up measures to these commissions.

9. Supervision of the Extra-Departmental Courses and the maintenance of their accounts are done in the Dean's Office.
10. Preparation of Annual Report, College Calendar, Staff Seniority list is entrusted to the Dean's Office.
11. The syllabus for UG / PG courses are revised once in three years. This work is completely done by the Dean's Office.
12. The preparation of prospects and application forms for various courses are supervised by the Deans. Applying to the University for new courses / additional seats is handled by the Dean's Office.

### **HEAD OF THE DEPARTMENT (St. Joseph's College Model)**

#### **Responsibilities of the H.O.D:**

1. Allotment of workload to teaching and non-teaching staff for each semester.
2. Preparation of timetable for each semester by constituting a committee of three staff members.
3. Looks after the day-to-day administration of the academic work of the department.
4. Forwards CL, ML and OD of teaching and non-teaching staff to the Principal and ensures the work adjustment.



5. Constitutes a committee of three staff members to finalise the list of scientific equipments and books to be purchased under Science fee Account and UGC Grant and forwards the priority list to the Principal for ordering.
6. Maintains a stock register and takes steps for stock verification every year.
7. Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal.
8. Prepares a list of equipments (not in working condition and beyond repair) to be discarded.
9. Monitors the Association activities, Endowment lectures and participation of students in academic activities organised by other Institutions.
10. Forwards the students' educational tour plan to the Principal.
11. Issues letter of certification and consent to students for field visit/training programme/project work.
12. As the Chairman of the Board of Studies, suggests names of experts to be members of the Boards of Studies, suggests names of external examiners for various subjects to the Controller of Examinations.
13. Undertakes steps for the revision of UG and PG syllabi when due.
14. Collects the question papers for the mid-semester and the end-semester tests and forwards them to the Principal.
15. Checks the semester examination question papers.

16. Suggests names of examiners (Department Staff) for arrear examination and supplementary examination to the Controller of Examinations.
17. As a member of the Academic Council presents the report of the Board to the Council.
18. Views of the department staff and his own views on academic matters and student strength may be presented to the Principal.
19. All kinds of requests of department staff may be submitted through the Head of the Department.
20. Prepares the total workload of the Department as per Government norms and requests for Government approved staff or management staff.
21. Reasonable suggestions of Heads on departmental matters must be given due consideration.
22. The Chairman for the semester PG and UG Valuation Boards shall be the HOD or department staff in the LSG grade recommended by the Head of the Department.
23. Functions as a member of the Staff Selection Board.

#### **LIBRARY WARDEN (St. Joseph's College Model)**

1. He is the representative of the management in the library.
2. He is overall in charge of the entire library.
3. He has to arrange along with the Librarian, the planning in the library.
4. He signs along with the Librarian all the notices meant for the staff and the students.



5. He has to see that discipline is maintained in the library.
6. For any ordering of books or any item of furniture in the library, the Library Warden's consent is necessary.
7. He signs all bills and checks whether the books ordered were bought or not.
8. The granting of leave to the management staff is done with his consent.
9. For any staff appointment to the library and also for any staff transfer from the library his consent is necessary.
10. The Librarian brings to the notice of the Library Warden any change in the normal functioning of the , e.g., if the number of volumes lent is more than allowed by rules.
11. He has to check whether the functioning of the staff in the library is satisfactory. If there are complaints against any staff in the library, he has to call them and advise them. If they fail to correct themselves, he reports to the Principal or to the Secretary.
12. His advice is sought by the Librarian for imposing or cancelling of fines.